

# The Supreme Court of Ohio

## REQUEST FOR GRANT APPLICATIONS

### Section 1: Overview and Background

The Supreme Court of Ohio (Court) is requesting grant applications to fund local court case management system upgrades for Ohio Adult Drug Courts (including OVI and Substance Abuse and Mental Illness (SAMI) dockets) and Veteran Treatment Courts certified by the Court's Commission on Specialized Dockets. The mission of this opportunity is to fund new or upgraded case management systems to help standardize docket processes and data collection pursuant to Sup.R. 36.20, Appendix I, Standard 12 (see attachment A), including supports the upload of the local court's data to the Court's data system. The system should support the courts' use of the United States Department of Veterans Affairs' Veterans Re-Entry Search Service (VRSS) for determining the veteran status of people referred to the docket. The specialized docket case management system shall be capable of producing a report containing data required by the Ohio Department of Mental Health and Addiction Services (OhioMHAS) from specialized dockets received certain funding from OhioMHAS under its Drug Court Subsidy and Addiction Treatment Program funding sources (see attachment B).

The Court is the recipient of a U.S. Department of Justice grant in the Court's Specialized Dockets section. The applicants project shall include a system that is web-based and offer the following capabilities: a centralized system where staff can track participants, perform case planning, schedule dockets, create staffing reports, satisfy state data reporting, and ultimately assist in assessing adherence to best practice standards.

### Section 2: Period of Grant and Award Amount

Applicants may be selected to receive financial assistance to support a new case management system or an upgrade to an existing case management system. The project period is anticipated to being on or about December 2024, and end by June 30, 2025.

Awarded courts must sign a grant award agreement that contains additional requirements for funding. An example grant award agreement is included at Appendix A.

### Section 3: Eligibility

Applicants must meet each of the following eligibility requirements:

- Be authorized by an appropriate authority to submit an application.
- Be an Ohio Adult Drug Court (including OVI and Substance Abuse and Mental Illness (SAMI) dockets) or Ohio Veteran Treatment Court certified by the Supreme Court of Ohio Commission on Specialized Dockets.
- Be current on all governmental filings.
- Be in good standing with the State of Ohio, including no pending lawsuits, past actions, or findings.

#### **Section 4: Requirements of Grant Applications**

Applicants must include the following in their grant applications:

- Application narrative;
- Vendor quote detailing project costs;
- Qualifications and experience of personnel involved in the grant-funded project;
- FFATA form attached as Appendix C.

#### **Section 5: Submission of Grant Applications**

**Applications will be accepted from September 3, 2024, to until 5:00 p.m. on September 27, 2024.** Funding notifications are anticipated in December 2024.

All requests for funding must be received by the deadline at [grants@sc.ohio.gov](mailto:grants@sc.ohio.gov) utilizing the application available at the Court's website at: <https://www.supremecourt.ohio.gov/courts/judicial-system/supreme-court-of-ohio/admin-offices/office-of-fiscal-resources/grants/>. Additional information is available on the website to support the application process. Applicant courts will receive an email confirmation upon receipt of their application by the Court. No paper or fax submissions will be considered.

#### ***Required Attachment***

A quotation from a vendor(s) for costs associated with the project proposal must be attached to the application at the time of submission. Quotes must be detailed with a breakdown of expenses. The required format for the quote is a PDF. The applicant may apply for up to \$100,000.00 in funding for the proposed project.

#### ***Assurances***

Indicate in the application if you are able to meet the following requirements:

- a. Hire or utilize an existing staff person responsible for coordination of the project.
- b. Ability to complete and timely submit monthly or quarterly reports and invoices for reimbursement.
- c. Assurance that local funds are not available to support this pilot program thus ensuring federal grant funds are not supplanted.
- d. Sustain the maintenance of the project for a minimum of five years.

#### ***Applicant Information***

Provide the following information in your narrative:

- a. Applicant court name and location;
- b. Applicant court Administrative Judge name;
- c. Applicant's tax id number;
- d. Applicant's UEI number.
- e. Name and contact information for the person responsible for handling daily operations;

- f. Name and contact information of the person responsible for supervising the project;
- g. Name and contact information of the person responsible for fiscal matters;
- h. Name and contact information of the person responsible for submitting the quarterly and annual data and program reports;

For allowability questions, please contact [grants@sc.ohio.gov](mailto:grants@sc.ohio.gov).

### ***Compliance***

Complete and submit the FFATA form as a part of the application. The template may be found at Appendix C.

### **Section 6: Grant Proposal Evaluation Criteria**

Funding priority will be given to projects with the highest scores in three priority categories: Applicant Priority in Subsection (A), Project Type Priority in Subsection (B), and Impact Priority in Subsection (C). Applications will be scored based on the Evaluation Criteria detailed in Subsection (D).

#### **(A) Applicant Priority considerations**

- (1) Applicant court is located within an area deemed to be high-need due to poverty level, fiscal emergency, or economic distress;
- (2) Applicant court submits a project ready to implement. Projects should plan to be installed by June 30, 2025.

#### **(B) Project Type Priority considerations:**

- (1) Upgrade of an applicant court's existing case management system that supports the upload of the local court's data to the current Supreme Court of Ohio Specialized Dockets data system pursuant to Sup.R. 36.20, Appendix I, Standard 12 (see attachment A). The system should support the courts' use of the United States Department of Veterans Affairs' Veterans Re-Entry Search Service (VRSS) for determining the veteran status of people referred to the docket. The specialized docket case management system shall be capable of producing a report containing data required by the Ohio Department of Mental Health and Addiction Services (OhioMHAS) from specialized dockets received certain funding from OhioMHAS under its Drug Court Subsidy and Addiction Treatment Program funding sources (see attachment B).
- (2) Purchase of an applicant court's new case management system that supports the upload of the local court's data to the current Supreme Court of Ohio Specialized Dockets data system pursuant to Sup.R. 36.20, Appendix I, Standard 12 (see attachment A). The system should support the courts' use of the United States Department of Veterans Affairs' Veterans Re-Entry Search Service (VRSS) for determining the veteran status of people referred to the docket. The specialized docket case management system shall be capable of producing a report containing data required by the Ohio Department of Mental Health and Addiction Services (OhioMHAS) from specialized dockets received certain funding

from OhioMHAS under its Drug Court Subsidy and Addiction Treatment Program funding sources (see attachment B).

Funding is restricted to upgrading case management systems for Ohio Adult Drug Courts and Veteran Treatment Courts.

***Required Attachment***

A quotation from a vendor(s) for costs associated with each project proposal must be attached to the application at the time of submission. Quotes must be detailed with a breakdown of expenses. The required format for the quote is a PDF. The FFATA form under Appendix C is also required.

**(C) Impact Priority considerations:**

- (1) Project Objective: statement explaining the project's overall objective and value.
- (2) Implementation Plan: statement detailing the implementation plan and the ability to complete it within the stated time frame. Project implementation plan should indicate completion by June 30, 2025.
- (3) Sustainability Plan: statement detailing a plan to sustain the upgrade or new case management system after installation.

**(D) Evaluation criteria**

The following questions detail the factors that shall be used to evaluate applications.

***To what extent does the project:***

- (1) Implement a project resulting in upgraded or new case management system to improve day-to-day court tasks?
- (2) Improve current services to the public or provide new services to the public?
- (3) Demonstrate a well-designed implementation plan by the applicant and vendor?
- (4) Demonstrate a well-designed sustainability plan by the applicant?
- (5) Demonstrate the ability to complete the project within the stated timeline?

Each project submission will be evaluated, and final decisions made by a Court committee. Projects with the highest-ranking combined score will be recommended for grant funding. Funds will be awarded to projects until available funds are exhausted.

**Section 7: Reporting Requirements**

The successful applicant must provide to the Court quarterly program and data reports as determined by the Court.

## **Section 8: Payment of Grant**

Successful applicants will receive payment on a reimbursement basis following the successful submission of a monthly or quarterly invoice and substantiating documentation and following receipt of a fully executed Grant Award Agreement.

## **Section 9: Terms and Conditions**

### **(A) Rights of the Court**

The Court reserves the right to refuse to fund applicants, propose different funding amounts in appropriate circumstances, and decline to fund any applicants should the Court not find any proposals acceptable.

Furthermore, the Court reserves the right to terminate a grant agreement and recoup any funds misspent by an applicant or are not spent effectively to complete the applicant's proposal. The Court may conduct site visits to observe and evaluate grant programs.

The Court reserves the right to audit successful applicants to ensure compliance with the terms set forth in the application or grant agreement.

### **(B) Requirements of successful applicants**

Successful applicants will be required to do all of the following:

- Utilize grant funds to implement the program as described in the application;
- Meet all stated objectives of the Request;
- Execute a Grant Award Agreement with the Supreme Court of Ohio. A sample Grant Award Agreement is attached at Appendix C;
- Provide to the Court, upon request, any activity and financial reports related to the project;
- Utilize funds to address one-time costs only. Ongoing support costs or any resulting maintenance costs of a funded project is the responsibility of the receiving court.

## **Section 10: Submission of Grant Applications**

Completed applications must be submitted electronically to [grants@sc.ohio.gov](mailto:grants@sc.ohio.gov) no later than September 27, 2024, by 5:00 p.m. Late applications will not be accepted. Applicant courts shall receive an email response confirming receipt of the application. Award announcements are anticipated in December 2024.

## **Section 11: Contact Information**

For questions or technical assistance regarding the application process, please contact [grants@sc.ohio.gov](mailto:grants@sc.ohio.gov).

## **Section 12: Applicable Policies**

Applicants seeking grants from the Supreme Court of Ohio are subject to the Court's policies on Equal Employment Opportunity (Adm. P. 5), Alcohol and Drug Free Workplace (Adm. P. 22(A) to (C)), Weapons and Violence-Free Workplace (Adm. P. 23), and Discrimination and Sexual Harassment (Adm. P. 24(A)). Copies are attached at Appendix D.