

COURT SERVICES ADMINISTERED GRANTS

Grant Basics



No “supplanting”



Grants fund PROJECTS, not positions



Must benefit the COURT



SMART performance measures



Timely & complete status reports

Project-Based Focus

- ▶ Grant requests should seek to facilitate a PROJECT
 - ▶ Specific goals & objectives
 - ▶ Defined time period
 - ▶ Clear deliverables (results; document accomplishments)
- ▶ Start by thinking about:
 - ▶ What needs to be done?
 - ▶ Unmet needs?
 - ▶ Opportunities for improvement?
- ▶ Not just “more staff” or certain supplies/services

Fund Identification

- ▶ Research funds available to support your PROJECT
- ▶ Check their PURPOSE
- ▶ Some are COMPETITIVE
- ▶ Know their CRITERIA for awards
- ▶ Understand application DEADLINES
- ▶ Requirements for REPORTING

Fill the Gap (Superior & Justice Courts)

- ▶ Projects **MUST** be related to **criminal case processing improvement**
- ▶ Joint plan between Superior Court, Justice Courts & Clerk of Court (FTG is a shared resource)
 - ▶ Superior Court files application
- ▶ Not competitive
- ▶ Combination of “State” and “Local” funds
- ▶ Fiscal Year funding calendar

Municipal FTG

- ▶ Funds to improve, maintain and enhance the ability to **collect and manage monies assessed or received by the courts, to improve court automation and to improve case processing or the administration of justice**
- ▶ Funds derived from the surcharge
- ▶ Funds disbursed to courts quarterly from AOC
- ▶ Courts hold funds locally; must apply to AOC to use them
- ▶ Not competitive

Local JCEF

- ▶ Local funds to **train personnel**, improve, maintain and enhance the ability to **collect and manage monies** assessed or received by the courts, and to improve **court automation** projects to **improve case processing** or the **administration of justice**
- ▶ Not competitive; funds held locally
- ▶ Court applies to AOC to use for projects \$2,500 or more
- ▶ Funds derived from the Time Payment Fee

Court Security Improvement Grants

- ▶ Monies for **one-time security enhancements**
 - ▶ To help courts comply with Court Security Standards
- ▶ Competitive grant
- ▶ Security assessments required
- ▶ Funding cycles announced annually in Statewide Memos
- ▶ Funds derived from filing fees



Proposal

- ▶ What PROJECT does court propose to address/solve a particular issue?
- ▶ What will funds be used for?
 - ▶ Staffing; Overtime; Equipment; Services; etc.
- ▶ Other stakeholder involvement & input
- ▶ Goals, Objectives, Deliverables
- ▶ Align PROPOSAL with fund PURPOSES
- ▶ How long will it take to complete?
 - ▶ Plan for contingencies

Budgeting Considerations

- ▶ If funds are held locally, is balance sufficient to cover costs?
- ▶ If not held locally: Disbursement of funds up-front, or reimbursement basis?
- ▶ Plan for contingencies if costs increase
- ▶ Don't forget to include taxes, shipping, installation costs, etc. for purchases
- ▶ Plan for maintenance and on-going costs
 - ▶ Some funds will not cover these costs

Vendor Quotes

- ▶ If the PROJECT requires purchase of goods or services, a quote must be submitted with application
- ▶ Quotes must be:
 - ▶ Dated & current
 - ▶ Specific to the court in question
 - ▶ Itemized
- ▶ For PROJECT-related staffing needs, include rate of pay & hours to be worked plus ERE if appropriate
 - ▶ Include this info in Budget and/or Proposal section

Performance Measure Considerations



What's the PURPOSE of your PROJECT?



What are the top 2 - 4 MEASURABLE RESULTS you hope to achieve?



What is expected to change and how can you MEASURE it?



Over what time period is change expected?



What DATA can you collect to assess if desired results are being achieved?



SMART measures

Performance Measures: You Be the Judge

- ▶ Project Proposal: Request \$3,600 for scanners to digitize old case files.
- ▶ Proposed Measure: We'll work through our scanning backlog and have everything saved electronically!
- ▶ Better Measures:
 - ▶ # of files scanned
 - ▶ Backlog numbers FY "X" vs. FY "Y"
 - ▶ % scanning backlog reduction
 - ▶ Proof of purchase of grant-funded equipment

Status Reports

All AOC grants, without exception, require a final report

- Due 45 days from the end of the grant
- Requirements differ for other types of grants

Grants over multiple years require annual status reports

Reports include:

- Description of project & accomplishments
- Final budget (accounting)
- Performance Measures info

May require reversion (return) of unspent monies

Grants cannot be closed without complete report

- Failure to file complete & timely reports may impact future funding

Changes to Projects Post- Approval



Need more time
to complete a
project?

Grant Extension
Request



Need to
reorganize the
grant budget?

Budget Modification
Request
Not for requesting
additional money



Need to increase
your budget?

Must file an
Amended
Application



Need to change
or add to the
project scope?

Must file an
Amended
Application

Application Portal

- ▶ For funds administered by AOC Court Services Division:
- ▶ <https://arizonasupremecourt.submittable.com/submit>

▶ Questions?

For More Information & Forms

http://ajinweb/csd/CMU_Grants.htm

Annette Mariani
Grant Specialist

amariani@courts.az.gov

602.452.3359

David Svoboda
Grant Supervisor

dsvoboda@courts.az.gov

602.452.3495

CSDGrants@courts.az.gov