



Promoting wellness and recovery

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To: Ohio Specialized Dockets
From: Christopher Nicastro, LPCC- S
Chief, Bureau of Criminal Justice

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Date: August 17, 2015

Re: Specialized Docket Payroll Subsidy Project Funding Opportunity

The Ohio Department of Mental Health and Addiction Services (OhioMHAS) is pleased to announce that the Specialized Docket Payroll Subsidy Project will be available in State Fiscal Years (SFYs) 2016 and 2017.

Eligibility

This opportunity is available to all drug courts and other specialized docket programs provided they target participants with a drug addiction or dependency and have received initial or final certification from the Supreme Court of Ohio. Please note: A specialized docket program that has received initial certification and receives an award through this project will not receive its funds until the Department has received a copy of its final certification. The deadline for submission of final certification is March 31, 2016. Any awarded specialized docket with initial certification that fails to submit a copy of its final certification to the Department by this deadline will receive a letter stating that the award for this two-year period has been nullified and is ineligible for funding.

Total funding available

There is a total of \$10 million available: \$5 million for SFY 2016 and \$5 million for SFY 2017. Projects selected for award will receive funding for this two-year period; however, separate budgets must be submitted each year. Please be advised that the amount of funds requested for SFY 2017 cannot exceed the amount of the SFY 2016 award.

Funding priorities

Funding consideration will be determined by the following factors which are listed in order of priority:

1. Specialized dockets that created a court-employed position for the project which was funded with SFY 2015 Specialized Docket Payroll Subsidy Project awarded funds.
2. Courts that propose to hire a new employee for newly established drug courts or hire a new employee to expand the capacity of the established specialized docket.
3. Courts using these funds to pay for existing specialized docket staff.

Use of funds

These funds shall be used to defray a portion of the annual payroll costs associated with the employment of one new or existing full-time or full-time equivalent specialized docket staff member by a court of common pleas, a municipal or county court, juvenile court or family court. The specialized docket staff member must be employed by the applicant court.

A specialized docket can receive partial funding for the staff member's time allocated for specialized docket duties and responsibilities. OhioMHAS is authorized to pay up to sixty-five percent of the staff member's actual annual compensation and fringe benefits. This state funding shall not exceed \$50,700. Budgets should be constructed for a twelve month period. Project funding for SFY 2016 is retroactive to July 1, 2016.

Training and competencies of the specialized dockets staff member

The specialized docket staff member must receive training for, or education in, alcohol and other drug addiction, abuse and recovery prior to or within 90 days of hire. The fundamental competencies shall include, at a minimum: an understanding of alcohol and other drug treatment and recovery; how to engage a person into treatment and recovery; and an understanding of other health care systems, social service systems, and the criminal justice system.

Required Documentation

Each application must include the following:

- A copy of the specialized docket's initial or final certification from the Supreme Court of Ohio
- A letter from the county or municipal auditor's office certifying to the Department the payroll costs of the specialized dockets staff member

Reporting requirements

Courts that receive awards for this project must submit both outcome and financial reports to the Department semi-annually. The Department encourages the courts to view the reports prior to submission of their application. These reports can be found at: <http://mha.ohio.gov/Default.aspx?tabid=725>

Awardee vendor identification and method of payment

In order to ensure proper payments, awardees must provide the Department with its Ohio Administrative Knowledge System (O.A.K.S.) identification number. If the city or county has an O.A.K.S. identification number, the awarded court's name, or the name of the division of the common pleas court, as well as the court's complete address must appear in O.A.K.S. If this information does not appear in O.A.K.S., the awarded court must complete and submit an application to Ohio Shared Services to have this information added to the associated O.A.K.S. identification number. Verification of said addition must occur before payments can be issued. For awarded courts that need to complete this step, the application and instructions will be provided with the notice of award.

Payments will be made via Electronic Funds Transfer (EFT). After the court's name and address is listed in O.A.K.S., awardees must complete and submit the Authorization Agreement for Direct Deposit of EFT Payments. The authorization form and instructions will also accompany the notice of award.

The awarded court's name and address must be listed in the O.A.K.S. system and the aforementioned authorization agreement must be submitted within thirty (30) days of the notice of award.

Questions concerning this funding opportunity

All questions must be made in writing and submitted to the Department by no later than September 8, 2015 via email at: specialized.docket@mha.ohio.gov Questions and answers for this solicitation can be found at: <http://mha.ohio.gov/Default.aspx?tabid=725>

Application Due Date

Applications must be completed in their entirety, signed by the authorized agent and contain all required documentation. The application can be found at: <http://mha.ohio.gov/Default.aspx?tabid=725> The packet must be submitted to the Department and received by 5:00 P.M. on September 15, 2015. Applications received after September 15, 2015 will be considered based upon availability of funds. Please email the application packet to: specialized.docket@mha.ohio.gov