

SFY 2016 Specialized Docket Payroll Subsidy Project

Questions and Answers

Question: My court has funding to pay for the specialized docket staff member in SFY 16 (July 1, 2015 through June 30, 2016). Am I able to apply for funds only for SFY 17 (July 1, 2016 through June 30, 2017)?

Answer: Yes, you are able to apply, but the Department will only make awards to those courts that are requesting funding for both SFYs 16 and 17.

Question: I anticipate our new specialized docket candidate's first day will be the pay period beginning 9/6/15. Because of this timing, there will be no certified payroll document for this person. Is an appropriate alternative to payroll certification a copy of Human Resources letter to our candidate which will include both a starting salary and the official start date? If so, can I have my Fiscal Manager provide a detail of fringes and benefits correlating with this hire's salary?

Answer: What is required is a letter from your city or county auditor's office certifying to the Department the payroll costs of the proposed or existing specialized docket staff member. Please ask your Human Resources Director to put the proposed payroll costs (salary and benefits) in a letter and have it signed and certified by you county or city auditor.

Question: We currently have a dually licensed Mental Health/Drug and Alcohol therapist who is employed by the court. She runs a one- time educational group, an ongoing therapy group and meets individually with juveniles for drug related issues. While it is true that we do not currently have a certified specialized docket such as a drug court, we are wondering if there is any possibility that we would be eligible to apply for the grant to help subsidize her salary, supplies, etc.

Answer: This funding opportunity is only available to those courts that operate specialized dockets which have received initial or final certification from The Supreme Court of Ohio.

Question: Our court recently filed for certification for our municipal drug court and anticipates initial certification status sometime in October 2015. We are confident that we will have final certification by March 31, 2016. Are we eligible to apply?

Answer: This funding opportunity is only available to those courts that operate specialized dockets which have received initial or final certification from The Supreme Court of Ohio.

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Question: The Funding Available suggest submitting separate budgets for SFY 2016 and SFY 2017, however the application specifically only refers to SFY 2016. Should I also include SFY 2017 on the application, just clearly identifying and separating each year on the budget areas? Or should I just apply for SFY 2016 and then re-apply for SFY 2017?

Answer: Please complete the application for SFY 2016 only. The selected specialized dockets will be awarded for a two year period; therefore, they will not have to re-apply for these funds in SFY 2017. They will, however, need to submit a new application, certification from the county or city auditor and a copy of their final certification The Ohio Supreme Court.

Question: I have noticed the addition of an O.A.K.S. I.D. to this year's application. We are not sure what this is. Could you please provide me some direction as to where I might locate this for our county?

Answer: O.A. K.S. stands for Ohio Administrative Knowledge System. One of its functions is to record and process payments to vendors, suppliers, etc. Please consult first with your court's finance department to obtain your O.A.K.S I.D. If your finance department does not have this information, your treasurer's and auditor's office can tell you what this number is.

Question: Our court only received this email for funding at the end of last week. However, this does not allow enough time to complete the application, get our Prosecutor's approval and then have is set on our Commissioners' agenda for their approval before your deadline of 5:00 p.m. on September 15, 2015. Is there an extension available due to not receiving this notification until the end of last week?

Answer: The deadline is September 15, 2015; however, applications will be accepted after that date.

Question: It is our intent to reapply for SFY2016 & SFY2017 as we previously were awarded funds for SFY2015. It should be noted, that the employee we originally had in this position was transferred to a new position due to not knowing if the state would be offering this opportunity again. Therefore, this position was left vacant with plans to hire a new employee if the grant opportunity came around for SFY2016. With this said, if we fill the vacant position we would only need for September 14, 2015 through June 30, 2016 for SFY2016, but we would need a full year salary for SFY2017 from July 1, 2016 through June 30, 2017. In the letter we received regarding the grant opportunity it read that we had to ask for the same amount for both years. We don't want to ask for any more than we actually need, but a partial year will not cover this new employee. What are your suggestions for this issue?

Answer: Yes, applicants cannot request a funding amount for SFY 17 that exceed the amount of request for SFY 16. The court will need to find another source of funds to make up for the difference in costs for SFY 17.

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Question: Regarding the specialized docket payroll subsidy project finding opportunity. I would like to apply for funding for a new position as we have just started our program. I envision hiring someone at the beginning of 2016. Therefore, I would need funding for one-half of SFY 2016 and then the full year, SFY 2017. However, in your announcement you indicate that “Please be advised that the amount of funds requested for SFY2017 cannot exceed the amount of the SFY 2016 award.” Should I request the full amount for both years and then plan on returning unspent funds?

Answer: Applicants can only request the amount of funding that they will spend for SFY 16. The amount of request for SFY 17 cannot exceed the amount of request for SFY 16. The Department will not award an amount greater than what the court knows will be spent; therefore, we cannot entertain the request you describe knowing that one-half of the funding for SFY 16 will need to be returned.

Question: My drug court has been operational for five years. Our court applied for the Specialized Docket Payroll Subsidy Project funds and received an award. This money was used to pay for a portion of the drug court probation officer. Our drug court probation officer was recently promoted and we will be hiring his replacement. Because this is not the same person, do I still answer yes the question “Is the court applying for funding to offset the payroll costs of an existing specialized docket staff member” like I did last year.

Answer: Yes, that is the answer you should provide for that question because it is the position that is being funded. The only applicants that can answer “Yes” to the question “Is the court applying for funding to retain the court-employed specialized docket staff member hired with Specialized Docket Payroll Subsidy funding that was awarded in SFY 2015 are the courts that proposed in SFY 15 to create a new position with these funds on their applications, created the new position and the new position is still in existence.

Question: We currently have an O.A.K.S. identification number, but I will have to check with our County Treasurer to see if the court’s name , division and address reflect anywhere in their profile. If we were to be approved for this funding and the Treasurer’s O.A.K.S. account does not reflect the court’s information, can this be done after we receive notification. I do realize that funding will be held until this is completed.

Answer: All applicants are required to list their O.A.K.S. I.D. number on their application. Only those courts that receive awards are required to have the name, division (if applicable) and address of the court added to the county or city O.A.K.S I.D profile. This addition occurs post-award.

Question: We are going to apply for a subsidy for our officer in out Re-entry Court. I did not see any information for what reporting requirements you will require for Re-entry Courts. Will Re-entry courts have reporting requirements and what will they be?

Answer: Re-entry courts, OVI courts and human trafficking courts will be required to complete the Adult Drug Court Report and the Expenditure Reports.

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Question: We are applying for the Specialized Docket Payroll Subsidy for SFY 16. However, we have never heard of Ohio Shared Services. How do we set up an account with them to receive payments?

Answer: Pursuant to the SFY 16 Specialized Docket Payroll Subsidy Project Announcement, courts that receive awards will receive the application and instructions to set up an account with Ohio Shared Services with the notice of award.