

**Accountability Court Fund Grant
Arkansas Specialty Court Programs
2020-2021 Grant Announcement
Application Due: December 13, 2019**

Program Overview and Description

Between 2012 and 2017, Arkansas had the fastest-growing state prison population in the country. In 2018, 45% of defendants entered prison due to either a technical violation or the commission of a new offense while on supervision. Admissions to prison may be linked to the lack of sufficient treatment options and reentry support available in the state. Accountability Court Fund grants are intended to respond to the high number of non-violent defendants incarcerated and to provide alternatives to defendants who can complete supervision at the community level.

Specialty courts, also known as treatment courts, are specialized court programs for persons with substance use and mental health disorders. Rather than incarceration, these programs provide defendants an opportunity to enter long term treatment with continuous court supervision. Specialty courts address the underlying cause of criminal behavior and drug use, including poverty, physical health, mental health, and unemployment. Working collaboratively, the specialty court team, including the judge, coordinator, defense attorney, prosecutor, probation officer, and treatment providers, help participants progress towards maintaining recovery from drugs and alcohol while holding them accountable for lapses in improvement. Specialty courts reduce crime, improve public safety, and affect positive change in the lives of participants and families.

Act 895 of 2015 authorized the Department of Community Correction to receive funds to be deposited into the Accountability Court Fund to be used for adult and juvenile specialty court programs as defined under § 16-10-139, based upon a formula to be developed by the Arkansas Judicial Council, reviewed by the Specialty Court Advisory Committee, and approved by the Legislative Council.

Eligibility

- Applicants are limited to new and existing specialty court programs described in the Judicial District's administrative plan and approved by the Supreme Court, as defined under §16-10-139.

§16-10-139 - Specialty Court Program Evaluation and Approval

(a) As used in this section, "specialty court program" means one of the following:

- (1) A pre-adjudicated program under § 5-4-901 et seq.;
- (2) An approved drug court program under the Arkansas Drug Court Act, § 16-98-301 et seq.;
- (3) The Swift and Certain Accountability on Probation Pilot Program under § 16-93-1701 et seq.; and
- (4) Any other specialty court program that has been approved by the Supreme Court, including without limitation specialty court programs known as:
 - (A) A DWI court;
 - (B) A mental health court;
 - (C) A veteran's court;
 - (D) A juvenile drug court;
 - (E) A "HOPE" court;
 - (F) A "smarter sentencing" court; and
 - (G) A mental health crisis intervention center

- Applicants are limited to new and existing specialty courts adhering to best-practice standards and in good standing with previous Accountability Court Fund grants.

Grant Award Amount & Timeline

Accountability Court Fund grants available during the 2020-2021 period total \$400,000 for all specialty court programs. Applicants are eligible for a grant award of \$3,500-\$10,000, based upon availability and merit of applications.

Timeline:

Grant Announcement	November 11, 2019
Grant Application Deadline	December 13, 2019
Grant Award Provided	January 15, 2020
Grant Conclusion	December 31, 2020

Applicants must agree that all funds shall be expensed or returned by the end of the calendar year 2020.

Grant Application

Applicants may download an application packet by visiting the Administrative Office of the Court's webpage at:

www.arcourts.gov

Who We Are ▸ Specialty Courts ▸ Specialty Court Program Advisory Committee ▸ Application

The following documents are required for submission:

1. Application Form
2. Proposed Budget Worksheet - The proposed budget worksheet should reflect the applicant's intended use of grant funds. Funding should be used for the development, support, expansion, monitoring, and evaluation of the program to advance the goals and outcomes of the program.
3. Specialty Court Team Member Profile Form - The team member profile form should include team members outlined in the best practice standards, including but not limited to:
 - a. Judge
 - b. Coordinator
 - c. Prosecuting Attorney
 - d. Defense Attorney
 - e. Probation Officer
 - f. Treatment Provider
 - g. Law Enforcement Officer
4. Specialty Court Self-Assessment Checklist
5. Specialty Court Policy/Procedure Handbook - The handbook must include the following:
 - a. Eligibility and Target Population Requirements
 - b. Admission Process
 - c. Court Sessions Schedule
 - d. Program/Phase Outline
 - e. Incentives/Sanctions
 - f. Drug and Alcohol Testing Procedures
 - g. Treatment Services Available
 - h. Graduation/Termination Procedure

Application Submission

Please submit one electronic copy of the completed grant application via email to:

AOC – Janet Hawley at janet.hawley@arcourts.gov

Application Review and Scoring

Chief Justice Kemp, chair of the Specialty Court Program Advisory Committee, has appointed two Specialty Court Judges, the Director of the Administrative Office of the Courts, and the Director of Arkansas Community Corrections to serve as the Accountability Court Funds Grant Application Review Committee.

All Accountability Court Fund grant applications will be reviewed and decided upon by the committee. The committee maintains discretion to deny an application if the applicant does not demonstrate adherence to best practice standards and/or a described procedure to improve adherence to best practice standards.

Applications will be reviewed and scored according to completeness and accuracy with respect to the following elements:

- A. Application Form
- B. Proposed Budget Worksheet
- C. Specialty Court Team Member Profile Form
- D. Specialty Court Self-Assessment Checklist
- E. Specialty Court Policy/Procedure Handbook

Notification of Decision

The Accountability Court Funds Grant Review Committee will notify applicants of awards determinations by January 15, 2020.

Adherence to State Rules Regarding Grants

Accountability Court Funds grants are awarded to applicants only for the purposes identified in the submitted application. Each applicant must meet the following requirements:

- Compliance With State Rules Regulating Grants – Subgrantees must comply with applicable provisions of the Accountability Court Fund Grant, Program, Department of Finance and Administration Rules and Regulations. Including but not limited to; maintaining appropriate programmatic and financial records that disclose the amount and disposition of grant funds received; supporting financial documentation for all disbursements; contracts for services; any applicable 1099’s; and any other records which facilitate an effective audit.
- Record of Effective Services-Subgrantees must demonstrate a record of providing effective services to clients. This includes having the support and approval of its services by the community a history of providing direct services in a cost-effective manner and financial support from other services.
- Supplanting – Accountability Court Fund grants not intended to replace local funds or other state and federal funds.

Expenditure Allowances

Allowable Expenditures– State funds are governed by the rules and regulations of the Department of Finance and Administration. Generally, allowable expenditures are those that are reasonable and necessary for the success of the program. An example of these costs is provided in Table A.

Table A.

Allowable Expenditures For Participants	Allowable Expenditures For Staff
Drug/Alcohol Testing Supplies	Conference Registration Fees
Drug Treatment (Residential, Outpatient, Group Counseling, Specialized Services)	Lodging
Mental Health Services	Meals
Education Materials/Tutoring	Mileage
Electronic Monitoring	Parking
Medical/Dental Expenses/Medication	Ground Transportation
Transportation Services	
Incentives	

Reimbursement for expenditure items not noted in Table A must receive prior approval.

Applicants must agree only to use gift cards as incentives; No more than 25% of the proposed budget may be allocated for the purchase of gift cards, with a maximum denomination of \$25.00. Applicants using gift card incentives must agree to maintain a “Gift Card Distribution List.”

Applicants must agree to adhere to the Arkansas Department of Finance and Administration, Financial Management Guide, Subchapter 9 – Travel Regulations for all travel expenditures paid for by state funds. If a county allows an expense that is prohibited by state regulation, the most restrictive rule applies.

Applicants must agree to use the funding to improve adherence to best practice standards and program outcomes, including, but not limited to: incentives/sanctions, graduation/program events, drug testing, treatment services, and training. Expenditures must be related to evidence-based practices of the specialty court program.

Applicants must agree to maintain primary responsibility for administering funding. Applicants will be legally responsible for complying with all applicable state regulations related to receiving and expending funds.

Non-Allowable Expenditures – Any expenditures that are incurred either before the start of the grant period or after the expiration of the grant period are not allowable. Expenses that are deemed not reasonable or necessary for the success of the program are not permissible. Other unallowable expenditures are listed in Table B.

Table B.

Non-Allowable Expenditures	
Land Acquisition	Bonuses or Commissions
Lobbying	Bar Charges/Alcoholic Beverages
Fund Raising	Entertainment
Corporate Formation	Membership Due
Credit Card Fees	Sporting Events
Gifts	Catering

All expenditures must support approved grant activities. The Department of Corrections - DCC reserves the right to deny reimbursement of unallowable or unreasonable uses of funds.

Access to Funds from the Grant

All expenditures must be tied to evidence-based practice of the specialty court (i.e. Drug Court, Juvenile Drug Court, DWI Court, etc.) Purchases should be preapproved through Department of Corrections - DCC to ensure compliance with state purchasing policies.

Two options will be allowed to access funds from the Accountability Court Fund Grant.

1) Reimbursement to the County

- a. Expenditures will be paid by the county and allowable expenditures will be reimbursed to the county, from the grant.
- b. Expenditures must be submitted to the Department of Corrections - DCC via email in the form of a Purchase Requisition for the Department of Corrections - DCC to reimburse the county.
- c. All receipts, justification and proper expense documents must be submitted with the request.
- d. Expenditures are to be submitted to latreasa.mullins@arkansas.gov
- e. Reimbursement will be mailed to the county for the appropriate party.

2) Purchase Requests

- a. Allowable requests for expenditures, in advance of purchase, may be submitted via Purchase Requisition to Department of Corrections - DCC for the exact amount of the purchase
- b. Purchase requisitions and supporting documentation; i.e., quotes, approvals, justification, etc., must be submitted to latreasa.mullins@arkansas.gov .
- c. The Judge, or designee, must certify that the monies will be used to purchase the item(s) listed on the purchase requisition.
- d. Upon approval, Department of Corrections - DCC will issue a check made payable to the county, for the exact amount of the purchase requisition.
- e. The Department of Corrections - DCC will mail a check to the county for the appropriate party and the purchase can be made.

Reporting Requirements

Each approved Accountability Court Fund grant recipient shall maintain complete and accurate accounting records of all grant funds received. Quarterly reports and the final comprehensive report are to be submitted to the Administrative Office of the Courts and the Department of Corrections – DCC. Reports may be mailed or sent via email:

Report Deadlines

1 st Quarterly Report	April 1, 2020
2 nd Quarterly Report	July 1, 2020
3 rd Quarterly Report	October 1, 2020
Final Report	January 30, 2021

Administrative Office of the Courts Attn: Janet Hawley 625 Marshall Street Little Rock, AR 72201 Or janet.hawley@arcourts.gov	DOC/Division of Community Correction Attn: Latreasa Mullins 105 West Capital Little Rock, AR 72201 Or latreasa.mullins@arkansas.gov
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Each program is subject to legislative audit on an annual basis.

Please contact the Administrative Office of the Courts or Department of Corrections – Division of Community Correction if you have any questions.

AOC – Janet Hawley	janet.hawley@arcourts.gov	501-682-9400
DCC – Latreasa Mullins	latreasa.mullins@arkansas.gov	501-529-5392
DCC – Elizabeth Taylor	elizabeth.taylor@arkansas.gov	501-837-3014