

# **FAMILY DIVISION / FAMILY SERVICES GRANTS GUIDELINES FOR GRANT RECIPIENTS**

**Circuit Court Jurisdictional Grants  
Special Project Grants  
Permanency/TPR Grants  
CASA Grants**

**Fiscal Year 2010  
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**Department of Family Administration  
Administrative Office of the Courts  
Maryland Judicial Center  
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## **GUIDELINES FOR GRANT RECIPIENTS**

The Maryland Judiciary receives state funding each year to enhance the circuit courts' ability to provide a fair and efficient forum for resolving domestic and juvenile matters. The Administrative Office of the Courts (AOC), through its Department of Family Administration (DFA), administers the grants designed to improve the management of family law cases and support a spectrum of services to families involved in the legal system. The DFA solicits applications each year through Notices of Funding Availability (NOFAs).

### **1. TYPES OF GRANTS AVAILABLE**

The DFA offers four types of grants: Circuit Court Jurisdictional Grants, Special Project Grants, Permanency/Termination of Parental Rights (TPR) Grants; and the Court-Appointed Special Advocate (CASA) Grants. This guideline explains the application processes and grantee requirements for all four types of grants.

#### **1.1 Circuit Court Jurisdictional Grants**

Circuit Court Jurisdictional Grants are designed to establish and maintain family divisions within Maryland's larger circuit courts and to support family services programs within the smaller circuit courts. They are intended to assist the circuit courts in fulfilling the mandate of Maryland Rule 16-204. They are *not* intended to supplant existing services offered by the circuit courts, nor are they intended to support basic operational costs for the courts. Insofar as these funds are utilized to create new positions and new programs, grantees may expend a reasonable amount on one-time costs (e.g., to purchase a computer for a new employee) or operational costs that otherwise would not be supported by the court. See Section 4.1 for information on the application process.

Only Maryland Circuit Courts are eligible to apply for funding.

#### **1.2 Special Project Grants**

Special Project Grants support programs designed to enhance the experience of families and children involved with Maryland's legal system. Special Project applicants may request funding for positions, programs, brochures, surveys or studies. See Section 11 for information on the application process.

Eligible grantees include court-related agencies and non-profit service providers.

#### **1.3 Permanency/Termination of Parental Rights (TPR) Grants (Foster Care Court Improvement Project)**

The Foster Care Court Improvement Project (FCCIP) within the Department of Family Administration receives funds to further the initiatives outlined in the Administrative Office of the Courts' TPR Plan of Action. They are intended to enhance the juvenile courts' and other stakeholders' efforts to ensure permanency for children involved in Child In Need of Assistance (CINA), and related termination of parental rights (TPR) and adoption proceedings. See Section 12 for information on the application process.

Eligible grantees include Maryland courts, agencies and non-profit organizations.

#### **1.4 CASA Grants**

State and local CASA programs serve abused and neglected children who are involved in CINA and related cases in the juvenile courts. These grants support programs that provide volunteers whose primary purpose is to ensure that children who are the subject of a CINA proceeding are provided with appropriate services and case planning that is in their best interest. See Section 13 for information on the application process.

In accepting grant funds, CASA grantees agree to abide by the *Performance Based Funding Model for Maryland CASA Programs*, as well as the *Maryland CASA Program Performance Standards*.

Eligible grantees include a steering committee, community organization, local courts, court-related agencies and non-profit organizations. See Section 13.3, below, for additional eligibility requirements.

#### **2. INDIRECT COSTS**

Court grantees may *not* request funds to support indirect costs.

In some instances, non-court grantees may request support for indirect costs with appropriate justification. Indirect costs are limited to no more than ten percent (10%) of the amount requested. Applicants seeking indirect costs should submit an indirect cost study to support their request.

#### **3. OTHER FUNDS**

Grantees are encouraged to seek additional funding for family division activities and programs from sources other than the grants described above. Local county governments that support the regular activities of the circuit court will continue to provide funding for existing positions. They also may be called upon to support new positions or programs to advance the courts' family law initiatives. Circuit courts may also pursue other governmental and private grants for family divisions and family services programs.

As described in Section 10.2, in some instances circuit courts are empowered to charge fees to the litigants for specific services. If permitted, those funds may be used to offset the cost of existing programs or to subsidize other family division / family services activities.

CASA grants generally must meet a matching fund requirement. See the *Performance Based Funding Model for Maryland CASA Programs*.

#### **4. FUNDING CYCLE**

The DFA awards grants on the state's fiscal year cycle. Grants awarded for Fiscal Year 2010 will support family and juvenile program needs from July 1, 2009 through June 30, 2010.

**Circuit Court Jurisdictional Grants.** The DFA makes award decisions after the close of the

General Assembly's Legislative Session and before July 1. Each county administrative judge will be notified of the amount of the grant via a letter from the Chief Judge of the Court of Appeals in June, immediately preceding the commencement of the fiscal year.

**All Other Grants.** The DFA makes all other grant award decisions on a timeline established in the respective NOFA.

#### **4.1 Circuit Court Jurisdictional Budget Requests**

All Circuit Court Jurisdictional Grant applicants must project their program needs for two years. They must have forwarded a proposed budget request for Fiscal Year 2010 in July, 2008. Grantees must submit their projected budgets for Fiscal Year 2011 by July 15, 2009. Once the DFA receives the budget requests, the DFA will review all budgetary and programmatic information and determine the level of funding to be appropriated for each court. Additional funds may not be available for unanticipated needs during the course of the fiscal year.

**NOTE:** Circuit Court Jurisdictional Grant recipients may *not* apply for Special Project Grants. In addition, Permanency Grants will not be awarded to Circuit Court Jurisdictional Grantees for more than two consecutive years. Circuit Court Jurisdictional Grantees that received Permanency Grants in the past must submit requests for continuation funding in their Jurisdictional Grant budgets if they wish to continue these programs or services.

Each county administrative judge will be informed of the amount of the family division / family services grant via a letter from the Chief Judge of the Court of Appeals in June, immediately preceding the commencement of the fiscal year that the funding supports.

#### **4.2 Other Grant Budget Requests**

The requirements for budget requests submitted in connection with other grant programs are explained in the Notice of Funding Availability (NOFA) for each. See Section 11 for information on the Special Project Grant application process, Section 12 for information on the TPR/Permanency Grant application process, and Section 13 for information on the CASA Grant process.

#### **4.3 Mid-Year Grant Requests**

The DFA reserves the right to make mid-year grants upon request and upon availability of funds. Requests may be submitted in response to a Notice of Funding Availability (NOFA), if distributed mid-year, or upon consultation with DFA staff. Grantees may use the mid-year request grant procedure to request funding for positions or programs which were not anticipated in their original budget request.

#### **4.4 Distribution of Funds**

If awarded, and unless otherwise provided for in the grant agreement, all grant funds will be paid on a *reimbursement basis* only, upon submission of timely financial expenditure reporting, program reporting and a request for payment. PLEASE NOTE THIS CHANGE IN PROGRAM POLICY FOR THE FY2009 FUNDING CYCLE.

The DFA will withhold payments in the event that the jurisdiction or other grantee has failed to comply with the grant requirements specified below, or if those reports reflect that a jurisdiction or

grantee has failed to expend funds previously distributed within a reasonable time period.

### **Unspent Grant Funds**

Grantees must project unspent or unobligated grant funds no later than May 15, 2011. Grantees must expend all grant funds by the end of the fiscal year in which they are awarded.

**Identifying Fund Recipients for Grantees.** In completing the application for funds, grantees will be required to identify the person or entity to whom payments should be made and the address to which the payment should be mailed.

### **4.5 Adjusted Budgets**

Once Circuit Court Jurisdictional Grantees are notified of the amounts of their awards, each will be required to submit a revised budget, reflecting a spending plan based on the actual amount awarded. Each jurisdiction will be held accountable for complying with this revised budget through the quarterly reporting process, described in Section 6.1.1.

All other grantees may be asked to submit an adjusted budget if the amount awarded did not equal the amount requested, or otherwise upon request of the DFA.

### **4.6 Mid-Year Budget Modifications**

Grantees may make minor adjustments to budgets during the course of the fiscal year without prior approval. Any modifications which would result in a deviation of 10% of the overall budget, or \$25,000, whichever is lower, or any commitments such as a new position or contract which is likely to impact future fiscal years, must be approved in advance by the DFA. Grantees must submit modification requests in writing using the appropriate form provided in Section 10 for Jurisdictional grants, Section 11 for Special Project grants, Section 12 for TPR/Permanency grants, and Section 13 for CASA grants.

Expenditures that do not comply with the adjusted or approved budget will not be authorized until the DFA staff signs and returns a copy of the approved budget modification form to the grantee.

## **5. ACCOUNTING AND BUSINESS REQUIREMENTS**

### **5.1 Establishing Revenue and Expenditure Accounts**

Each grantee must maintain records of its financial transactions and accounts in accordance with generally accepted accounting principles.

Each Circuit Court Jurisdictional Grantee must work closely with its local county or city government to establish appropriate accounting practices to monitor grant funds awarded through this program. Family divisions shall follow the general accounting principles used by the local county or city government. Each circuit court must establish a separate revenue account into which family division / family services funds must be deposited. Each circuit court must likewise establish a separate expenditure account to which family division / family services expenditures must be charged. Each circuit court is responsible for periodic (i.e., monthly) monitoring of these accounts to ensure that grant funds are credited and charged appropriately. Grant funds shall not be commingled

with or revert to general county or city funds.

## **5.2 Personnel and Payroll Records**

Each Circuit Court Jurisdictional Grantee must follow local county payroll, personnel, and time and attendance procedures for each position supported by its grants.

All other grantees must follow their regular payroll, personnel, and time and attendance policies for each position provided for by these grants. These policies must be in writing.

Upon request, grantees must provide a copy of those policies to the DFA.

## **5.3 Procurement**

Each Circuit Court Jurisdictional Grantee must follow local county procurement policies in expending grant funds.

All other grantees must abide by their regular procurement and financial policies in expending grant funds. These policies must be in writing. Upon request, grantees must provide a copy of these policies to the DFA.

Grantees that do not have an established written procurement policy must solicit three written bids or proposals for goods or services to be purchased with grant funds for over \$2,500. Grantees must maintain proof of compliance with this requirement and provide verification that the policy was followed for applicable purchases, upon request.

Goods and/or services purchased with grant funds shall remain in the ownership and liability of the grantee, and the grantee shall assume responsibility for all routine equipment maintenance and/or replacement costs.

Grantees that use grant funds for contractual services must notify potential contractors that funds for the project originated from a DFA Judiciary grant.

## **5.4 Reconciliation with County/City Records for Jurisdictional Grantees**

Each jurisdiction is responsible for periodic (i.e., monthly) monitoring of county/city records regarding family division / family services grant funds. The administrative judge or a designated staff person should receive monthly expenditure reports and reconcile family division records with those of the county to ensure accuracy.

## **5.5 Management Reviews, Audits, and Recordkeeping**

Grant recipients may be subject to periodic management reviews or audits. Upon accepting a grant award, grantees agree to provide any authorized representative of the Judiciary's Internal Audit Department access to and the right to examine all records, papers, books, and documents related to the Judiciary grant.

Grantees must maintain full and accurate records of all financial transactions and accounts related to the grant-funded project for a minimum of three years after the grant period ends, and until audited, including requests for payment and receipts for expenses incurred, and timesheets for any

salaries paid for with grant funds. These are subject to review by the DFA, the Judiciary Grants Coordinator, and/or the Judiciary Internal Audit Department, at any time.

## 5.6 Evaluations

In accepting a grant award, grantees agree to cooperate with Judiciary-sponsored evaluation projects, upon request.

## 6. REPORTING REQUIREMENTS

The DFA will not accept faxed or e-mailed reports. Only hard copies with the original signatures will be accepted. Reports must be complete when submitted. Partial reports will not be accepted. The Quarterly Report includes a program performance section as well as a financial expenditure section.

### 6.1 Quarterly Reports and Requests for Payment

#### 6.1.1 Circuit Court Jurisdictional Grantees

Each grantee must submit a Jurisdictional Grant Quarterly Report and Request for Payment using the forms provided including the Specific Program Data form as per the grant award letter.

All forms are posted on the AOC Department of Family Administration website.

Quarterly Reports and Requests for Payment are due (postmarked) no later than 45 days after the close of the quarter based on the following schedule:

| <u>Reporting Period</u>                     | <u>Report Due Date</u> |
|---|------------------------|
| 1 <sup>st</sup> Quarter (Jul 1 thru Sep 30) | November 15            |
| 2 <sup>nd</sup> Quarter (Oct 1 thru Dec 31) | February 15            |
| 3 <sup>rd</sup> Quarter (Jan 1 thru Mar 31) | May 15                 |
| 4 <sup>th</sup> Quarter (Apr 1 thru Jun 30) | August 15              |

All reports must be submitted on the forms provided. Printouts from county or city accounting reports will *not* be acceptable in lieu of the form provided.

Information collected from the quarterly reports will be used to monitor funded programs and assist the Department of Family Administration in determining if the program is meeting its stated goals and objectives. The Administrative Office of the Courts reserves the right to reflect the data reported in statistical reports, annual reports, and other publications for general distribution.

Failure to submit timely quarterly reports and payment requests will result in a delay of grant payments or in the termination of the grant.

#### 6.1.2 Special Project Grantees

Each grantee must submit a Special Project Grant Report and Request for Payment using the

forms provided including the Specific Program Data form as per the grant award letter.

All forms are posted on the AOC Department of Family Administration website.

Quarterly Reports are due (postmarked) no later than 15 days after the close of the quarter based on the following schedule:

| <u>Reporting Period</u>                     | <u>Report Due Date</u> |
|---|------------------------|
| 1 <sup>st</sup> Quarter (Jul 1 thru Sep 30) | October 15             |
| 2 <sup>nd</sup> Quarter (Oct 1 thru Dec 31) | January 15             |
| 3 <sup>rd</sup> Quarter (Jan 1 thru Mar 31) | April 15               |
| 4 <sup>th</sup> Quarter (Apr 1 thru Jun 30) | July 15                |

All reports must be submitted on the forms provided. Failure to submit timely quarterly reports and payment requests will result in a delay of grant payments or in the termination of the grant.

Information collected from the quarterly reports will be used to monitor funded programs and assist the DFA in determining if the program is meeting its stated goals and objectives. The DFA reserves the right to reflect the data reported in statistical reports, annual reports, and other publications for general distribution.

### **6.1.3 TPR/Permanency Grantees**

Each grantee must submit a FCCIP TPR/Permanency Grant Quarterly Report and Request for Payment using the forms provided including the Specific Program Data form as per the grant award letter.

All forms are posted on the AOC Department of Family Administration website.

Quarterly Reports are due (postmarked) no later than 15 days after the close of the quarter based on the following schedule:

| <u>Reporting Period</u>                     | <u>Report Due Date</u> |
|---|------------------------|
| 1 <sup>st</sup> Quarter (Jul 1 thru Sep 30) | October 15             |
| 2 <sup>nd</sup> Quarter (Oct 1 thru Dec 31) | January 15             |
| 3 <sup>rd</sup> Quarter (Jan 1 thru Mar 31) | April 15               |
| 4 <sup>th</sup> Quarter (Apr 1 thru Jun 30) | July 15                |

All reports must be submitted on the forms provided. Failure to submit timely quarterly reports and requests for payment will result in a delay of grant payments or in the termination of the grant.

Information collected from the quarterly reports will be used to monitor funded programs and assist the FCCIP/DFA in determining if the program is meeting its stated goals and objectives. The DFA reserves the right to reflect the data reported in statistical reports, annual reports, and other publications for general distribution.

### **6.1.4 CASA Grantees**

Each grantee must submit a CASA Grant Quarterly Report and Request for Payment using the forms provided including the Specific Program Data form as per the grant award letter.

All forms are posted on the AOC Department of Family Administration website.

Reports and requests for payment are due (postmarked) no later than 15 days after the close of the quarter based on the following schedule:

| <u>Reporting Period</u>                     | <u>Report Due Date</u> |
|---|------------------------|
| 1 <sup>st</sup> Quarter (Jul 1 thru Sep 30) | October 15             |
| 2 <sup>nd</sup> Quarter (Oct 1 thru Dec 31) | January 15             |
| 3 <sup>rd</sup> Quarter (Jan 1 thru Mar 31) | April 15               |
| 4 <sup>th</sup> Quarter (Apr 1 thru Jun 30) | July 15                |

Failure to submit timely quarterly reports and requests for payment will result in a delay of grant payments or in the termination of the grant.

## **6.2 Annual Reports**

### **6.2.1 Circuit Court Jurisdictional Grantees**

In accordance with Maryland Rule 16-204, the county administrative judge shall prepare and submit to the Chief Judge of the Court of Appeals, no later than October 15 of each year, a written report that includes a description of family support services needed by that court, a fiscal note that estimates the cost of those services for the following year, and an estimate of the fiscal needs of the Clerk of the Circuit Court arising from new family division / family services programs and initiatives. This report should take the form of an annual report of the family division or family services program and should also include a summary of existing programs and activities of the family division / family services program. A copy of the report must be provided to the DFA.

**NOTE:** Although Maryland Rule 16-204 specifies that this report is to include a fiscal note, any budget requests for the following year must be made by mid-July or the deadline indicated in Section 4.1 above. Budget requests which are presented for the first time in this fiscal note will not be considered.

### **6.2.2 CASA Grantees**

Local CASA grantees must submit an annual report to Maryland CASA no later than July 15, 2011. Maryland CASA must submit a combined statewide report to the DFA no later than August 1, 2011. All reports must be submitted in the format provided.

Information collected from the reports will be used to monitor funded programs and assist the DFA in determining if the program is meeting its stated goals and objectives. The DFA reserves the right to reflect the data reported in statistical reports, annual reports, and other publications for general distribution.

## **7. SITE VISITS**

All grantees may be subject to site visits by DFA staff or department designees. Site visits will be designed to ensure compliance with the grant guidelines and evaluate grantees in light of their stated objectives as well as the *Performance Standards and Measures for Maryland's Family Divisions*.

## **8. NEW POSITIONS AND PROGRAMS**

All new positions and programs must commence within 90 days of the beginning of the fiscal year or other projected start date as indicated in the grantee's budget. If the project is not operational within that time frame, the grantee must report to the DFA the steps taken to initiate the project, the reason for delay, and the expected start date. Failure to implement new positions or projects within this 90 day period or to obtain an extension from the DFA may result in a cancellation or delay of fund distribution. Extensions for delays must be submitted within the 90 day timeframe.

## **9. PROGRAM INFORMATION**

All grantees must inform the DFA within 15 days of any changes in key program personnel, program activities, program name, address or other contact information.

Grantees must submit organizational information including program brochures, policies, by-laws, articles of incorporation, and other materials upon request to the DFA.

## **10. REQUIREMENTS FOR JURISDICTIONAL GRANTEEES ONLY**

### **10.1 Other Reports**

Each Circuit Court Jurisdictional Grantee also will be periodically required to conduct surveys or record reviews and submit the results to the DFA to ensure compliance with performance standards established for the family divisions and family services programs.

### **10.2 Fees**

If authorized by law, individual litigants may be levied a fee for services provided by or through the circuit court family division or family services program. Fees may be made payable to the court or to an individual service provider such as a mediator or parent educator. Prior to levying fees, the circuit court must establish written procedures for collecting and accounting for such fees, and for providing for fee waivers to those of limited financial means. A copy of the written procedures must be submitted to the DFA upon request.

### **10.3 Accounts Receivable**

Each Circuit Court Jurisdictional Grantee shall establish a formal system for collecting fees and for monitoring accounts receivable. The administrative judge is required to report to the DFA on all fees levied for family law related services, whether those fees have been paid, and where those fees have been deposited or to whom they have been paid.

Fees should be collected in accordance with the Accounts Receivable policies detailed in the *Maryland Judiciary Accounting Manual*. Fees that remain uncollectible should be referred to the State of Maryland

Central Collection Unit in accordance with the “CCU Procedure” detailed in the *Maryland Judiciary Accounting Manual*.

**10.3.1 Fees Due the Court.** When litigants have been ordered to pay a fee to the court, the court shall ensure that court-ordered fees have been paid in a timely fashion and shall establish a procedure for collecting unpaid fees. If the fee is for a service provided by a Circuit Court Jurisdictional Grant, the fee shall be deposited into the family division / family services revenue account. Under no circumstances shall funds be commingled with or revert to general county or city funds.

#### **10.4 Fee Waivers**

Each Circuit Court Jurisdictional Grantee shall provide litigants the opportunity to request a waiver of fees for any court-ordered or voluntary service provided through the court. The court may also offer a sliding scale arrangement to low income litigants, if they charge a fee. Even if a sliding scale fee is charged, however, the court must offer a complete fee waiver in appropriate cases.

##### **10.4.1 Procedure and Forms**

Circuit Court Jurisdictional Grantees shall provide any litigant who wishes to request a waiver of family services fees with a copy of the Motion for Family Services Fee Waiver, proposed Order, and accompanying Affidavit provided in this document. The circuit court shall consider any such motion filed in light of the standards provided in Paragraph 10.4.4.

##### **10.4.2 Definitions**

In determining eligibility for fee waivers, please refer to the definitions below:

**Income** This refers to actual current annual total cash receipts **before taxes of all persons who are resident members of, and contribute to, the support of a family unit.**

This INCLUDES:

- Wages and salaries before any deduction
- Income from self-employment after deductions for business or farm expenses
- Regular payments from public assistance, social security; unemployment and worker’s compensation
- Strike benefits from union funds
- Veterans benefits
- Training stipends
- Alimony, child support and military family allotments or other regular support from an absent family member or someone not living in the household
- Public or private employee pensions
- Regular insurance or annuity payments
- Income from dividends, interest, rents, royalties or from estates and trusts

This DOES NOT INCLUDE:

- Money withdrawn from a bank

- Tax refunds
- Gifts
- Compensation and/or one-time insurance payments for injuries sustained
- Non-cash benefits
- Food or rent in lieu of wages

**Family Size** Refers to the number of **adults and children residing in the home** with the person requesting the fee waiver. It may also include children who do not reside with the person requesting the waiver, but for whom the person is currently paying support.

Factors to consider when determining “family size”:

- living arrangements
- familial relationships
- legal responsibility
- financial responsibility or family unit definitions used by government benefits agencies

### 10.4.3 Determination of Eligibility

In making fee waiver determinations, please follow the guidelines below:

- a. Determine Income and Family Size and reference chart in Section 10.4.4 for waiver eligibility.
- b. A full fee waiver **must** be granted to those individuals whose income is below the threshold indicated, UNLESS
  1. The litigant has significant assets that can be readily drawn upon to pay for the services for which a fee waiver has been requested; OR
  2. The litigant has significant assets that suggest that they have access to the resources necessary to pay the fee for which a waiver has been requested, even though those resources may not be reflected in their income statement. Significant assets in excess of a house and a car might warrant closer scrutiny.
- c. A full or partial fee waiver may be granted to an individual whose income is higher than the threshold indicated, if:
  1. The court adopts guidelines that are more lenient than those indicated in the chart, and applies those guidelines to all litigants requesting fee waivers; OR
  2. The litigant demonstrates that they have extraordinary expenses that affect their ability to pay the fee. Factors which may be considered include:
    - Medical expenses
    - Fixed debts and obligations, including unpaid Federal, state and local taxes from prior years;
    - Child care, transportation and other expenses necessary for employment;
    - Expenses associated with age or physical infirmity of resident family members;
    - and

- Other significant factors related to financial inability to pay for services.

#### 10.4.4 Minimum Standard for Fee Waivers

Circuit court grantees shall grant a complete waiver of family services fees to any litigant whose income is **equal to or less** than the amounts in the table below.

| <u>Family Size</u> | <u>Annual Income</u> | <u>Monthly Income</u> | <u>Weekly Income</u> |
|--------------------|----------------------|-----------------------|----------------------|
| 1                  | 24,444               | 2,037                 | 470                  |
| 2                  | 31,966               | 2,664                 | 615                  |
| 3                  | 39,487               | 3,291                 | 759                  |
| 4                  | 47,009               | 3,917                 | 904                  |
| 5                  | 54,530               | 4,544                 | 1,049                |
| 6                  | 62,051               | 5,171                 | 1,193                |
| 7                  | 63,461               | 5,288                 | 1,220                |
| 8                  | 64,872               | 5,406                 | 1,248                |
| 9                  | 66,282               | 5,523                 | 1,275                |
| 10                 | 67,692               | 5,641                 | 1,302                |

“Family size” refers to the number of adults and children residing in the home with the person requesting the fee waiver. It may also include children who do not reside with the person requesting the waiver, but for whom the person is currently paying support.

The chart above is based on household income information contained in the Federal Register, March 5, 2008, Vol. 73, No. 44, which states that the median income for a Maryland family of four is \$94,017. The figures above reflect 50% of the median family income for the State of Maryland, and establish maximum income levels for client eligibility.

#### 10.5 Interest on Grant Funds

Interest earned on unspent balances in the family division / family services revenue account may be credited to the family law revenue account upon agreement of the Circuit Court grantee and local government. If interest accrues on the account, the interest should be reflected in the grantee’s quarterly report and plans for its expenditure should be included in the grantee’s budget. In no instance should interest earned on grant funds be commingled with or revert to general county or city funds.

#### 10.6 Contact Information

Unless otherwise indicated, all communications with the Administrative Office of the Courts, including the filing of applications, budget requests, quarterly reports and requests for payment should be directed to:

Connie Kratovil-Lavelle, Executive Director  
Department of Family Administration  
Administrative Office of the Courts  
580 Taylor Avenue, 2<sup>nd</sup> floor  
Annapolis, Maryland 21401  
Phone: 410-260-1580  
FAX: 410-974-5577

## **11. REQUIREMENTS FOR SPECIAL PROJECT GRANTS ONLY**

The DFA may allocate funds each fiscal year to provide for Special Project Grants. These grants are intended to support special programs which are designed to enhance the experience of families and children involved with Maryland's legal system. Organizations interested in obtaining a Family Services Special Project Grant must submit the application included in this Section in response to the Notice of Funding Availability (NOFA). NOFAs will be distributed on or before April 15 of each year with applications due as defined in the NOFA. Funding will commence the fiscal year immediately following. For example, to request funding effective July 1, 2009, prospective grantees must submit their application by May 1, 2009. Applicants must submit ONE SIGNED ORIGINAL PLUS NINE (9) COPIES of the complete application by the due date.

### **11.1 Acknowledgment Requirement for Special Project Grantees**

All Special Project Grantees agree that any publication (written, visual or sound) issued by the Grantee describing projects funded in whole or in part with Family Division/ Family Services Grant Program funds shall contain the following statement: "This project is supported by a Special Project Grant from the Maryland Administrative Office of the Courts, Department of Family Administration."

The DFA requests notification from grantees of any events that occur as a result of DFA grant funds received.

### **11.2 Contact Information**

Unless otherwise indicated, all communications with the Administrative Office of the Courts, including the filing of applications, budget requests, quarterly reports and requests for payment should be directed to:

Connie Kratovil-Lavelle  
Executive Director  
Department of Family Administration  
Administrative Office of the Courts  
580 Taylor Avenue, 2<sup>nd</sup> floor  
Annapolis, Maryland 21401  
Phone: 410-260-1580  
FAX: 410-974-5577

## **12. REQUIREMENTS FOR TPR/PERMANENCY GRANTS ONLY**

The DFA allocates funds each fiscal year to provide for Foster Care Court Improvement Project TPR/Permanency Grants. These grants are intended to support programs which are designed to promote permanency for children and families involved in Maryland's CINA and related TPR and adoption proceedings. Organizations interested in obtaining a TPR/Permanency Grant must submit the application included in this section in response to the Notice of Funding Availability (NOFA). NOFAs will be distributed on or before April 15 of each year with applications due as defined in the NOFA. Funding will commence the fiscal year immediately following. For example, to request funding effective July 1, 2009, prospective grantees must submit their applications by May 1, 2008. Applicants must submit ONE SIGNED ORIGINAL PLUS NINE (9) COPIES of the complete application by the due date.

### **12.1 Acknowledgment Requirement for TPR/Permanency Grantees**

All TPR/Permanency Grantees agree that any publication (written, visual or sound) issued by the Grantee describing projects funded in whole or in part with FCCIP or Department of Family Administration Grant Program funds shall contain the following statement: "This project is supported by a Foster Care Court Improvement Project State Grant from the Maryland Administrative Office of the Courts, Department of Family Administration."

The FCCIP requests notification from grantees of any events that occur as a result of the grant funds received from the FCCIP.

### **12.2 Contact Information**

Unless otherwise indicated, all communications with the DFA, including the filing of applications, budget requests, quarterly reports and requests for payment should be directed to:

Connie Kratovil-Lavelle  
Executive Director  
Department of Family Administration  
Administrative Office of the Courts  
580 Taylor Avenue, 2<sup>nd</sup> floor  
Annapolis, Maryland 21401  
Phone: 410-260-1728  
FAX: 410-974-5577

## **13. REQUIREMENTS FOR CASA GRANTS ONLY**

The DFA may allocate funds each fiscal year to provide for CASA Grants. These grants are intended to support programs which are designed to ensure that children are provided a CASA volunteer, as appropriate, to serve their individual needs and promote a safe, permanent placement, as timely as possible. Those interested in obtaining a CASA Grant must submit the application included in this section in response to the Notice of Funding Availability (NOFA). NOFAs will be distributed on or before April 15 of each year with applications due as defined in the NOFA. Funding will commence the fiscal year immediately following. For example, to request funding effective July 1, 2009, prospective grantees must submit their applications by May 1, 2008. Applicants must submit ONE SIGNED ORIGINAL PLUS NINE (9) COPIES of the complete application by the due date. Funding decisions are made in light of the *Performance Based Funding*

*Model for Maryland CASA Programs.*

**NOTE:** CASA applicants may only apply for grants under this category.

### **13.1 Acknowledgment Requirement for CASA Grantees**

Any publication (written, visual or sound) issued by the Grantee describing projects funded in whole or in part with DFA Grant Program funds shall contain the following statement: “This project is supported by a CASA Grant from the Maryland Administrative Office of the Courts, Department of Family Administration.”

The DFA requests notification from grantees of any events that occur as a result of the grant funds received from the Department.

### **13.2 Maryland CASA Program Performance Standards**

In accepting grant funds, CASA grantees agree to abide by the *Maryland CASA Program Performance Standards*.

### **13.3 Eligibility for Funding**

A CASA Program seeking AOC funding must:

1. Be a member in good standing of the National CASA Association and in compliance with NCASAA standards;
2. Be a member in good standing of the Maryland CASA Association and in compliance with Maryland CASA standards;
3. Be in compliance with all CASA Rules & Guidelines contained in this document;
4. Demonstrate the ability (i.e. experience and expertise) to provide the service; (NOTICE: Qualifications of all new Program Directors must be submitted to the Administrative Office of the Courts prior to budget approval and release of funds) and
5. Demonstrate adequate internal financial controls to properly administer grant funds.

### **13.3 Contact Information**

Unless otherwise indicated, all communications with the DFA, including the filing of applications, budget requests, quarterly reports, and requests for payment should be directed to:

Connie Kratovil-Lavelle, Executive Director  
Department of Family Administration  
Administrative Office of the Courts  
580 Taylor Avenue, 2<sup>nd</sup> floor  
Annapolis, Maryland 21401  
Phone: 410-260-1580  
FAX: 410-974-5577

**APPENDIX A**  
**JURISDICTIONAL GRANT FORMS**

**APPENDIX B**  
**SPECIAL PROJECT GRANT FORMS**

**APPENDIX C**

**PERMANENCY/TPR GRANT FORMS**

**APPENDIX D**  
**CASA GRANT FORMS**