MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS
GENERAL GRANT CONDITIONS

1. Applicability

These General Grant Conditions apply to all Maryland Judiciary Grant recipients, including recipients of Cooperative Reimbursement Agreements.

2. Scope of the Grant

A Notice of Funding Availability (NOFA) defines the grant specifications, including requirements for funding, funding term, and instructions for submitting an application.

3. Disbursement of Funds

The Judiciary shall disburse funds on a quarterly basis upon the Grantee's timely submission of a Grant Invoice and a Detailed Expenditure Report reflecting actual grant expenditures incurred during the quarter, and the required Progress and/or Statistical reports. Other payment options may be available by agreement with the Grant Awarding Department.

4. Application Review

A Review Committee will evaluate the application for funding. For grantees previously funded by the Judiciary, past performance will be considered.

5. Award Process

Prior to the funding period, funded applicants are required to sign and return a Grant Award and Acceptance form, a finalized budget based on the award amount, and a Financial Information form. Additional documentation may be required. The Maryland Judiciary reserves the right to change the amount awarded based on the availability of funds.

6. Funding Period

Grants are awarded on a defined schedule based on funding availability. State funded grants are awarded within the State Fiscal year: July 1 through June 30. Costs may not be incurred prior to the start of the award period. Costs may not be incurred after the end of the award period. Grantees must project and report any anticipated unspent Judiciary funds no later than June 15th.

7. Non-performance

The Judiciary may withhold, reduce or cancel a grant award based on lack of performance or for noncompliance with the terms of the Grant Award and Acceptance form, including the General Grant Conditions and Special Conditions associated with the grant award.

8. Post-Award Technical Assistance

Assistance is available during the grant period by contacting the support person from the relevant Grant Awarding Department.

9. Reporting

All grantees must submit financial and program reports using the reporting forms provided with the Award, and in the timeframe specified in the Award.

Data Collection and Evaluation

Judiciary grantees must collect statistical data, evaluate the effectiveness of the grant project and report the results as detailed in the Award.

10. Financial Management

A. Recordkeeping and Accounting Requirements- Grantees must maintain and make available for audit all records of all expenses related to the grant-funded project, and must reconcile those expenses to the organization's financial records, financial reports and Grant Invoices. Grantees must keep all financial records relating to their Judiciary grant for a minimum of five years after the end of the grant period. Either hard copy files or electronic grant files are acceptable, unless otherwise stipulated in the Grant Award.

B. Use of Funds

i. Personnel Costs

a. All grantees must follow their organization's written payroll, personnel, and time and attendance policy for each position provided for by the grant. Grantees that do not have an established written personnel policy must follow the Judiciary Personnel Policy.

b. When grant funds are used to pay salaries, the grantee must maintain time sheets and payroll records for those staff positions, which document that the staff person(s) worked on grant-related activities.

c. Grantees that pay for salaries out of more than one funding source must clearly demonstrate accurate allocation to each funding source.

ii. Contractual Costs

a. Grantees are required to follow their own written procurement policies in expending grant funds. Grantees that do not have an established written procurement

policy must follow the Judiciary Procurement Policy.

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

c. Grantees that use grant funds for contractual services must notify potential contractors that funds for the project originated from a Maryland Judiciary grant and that the conditions which accompany that grant award are part of the contract.

d. Grantees may not use grant funds to contract with any individual or entity that has been prohibited from doing business with the State of Maryland, and is consequently listed on the State's Debarment List.

e. Grantees are required to have and follow their own written grant policies when awarding grant funds to an outside entity. Grantees may require prior approval from the Grant Awarding Department to award funds. Grantees that do not have an established grant policy must follow the Judiciary's Grant Policy and procedures.

f. Grantees are required to have and follow their own written interagency agreement policies when establishing Memorandum of Understandings (MOU)/ Interagency Agreements (IGA) with an outside agency. Grantees may require prior approval from the Grant Awarding Department to establish such agreements. Grantees that do not have an established interagency agreement must follow the Judiciary's MOU policy and procedures.

iii. Travel Costs

Travel is an allowable direct cost where such travel will provide a direct benefit to the project and the traveler is an employee of the grantee, and where travel costs are approved as part of the Grant Award. When the traveler is not an employee of the grantee, travel costs must be included in the contractual costs.

iv. Indirect Costs

Indirect Costs are those costs of an organization that are not readily assignable to a particular project, but may be necessary to the organization's ability to carry out the goals of the funded project. Non-government grantees may request funds in their grant application to support indirect costs with appropriate justification and when those indirect costs total no more than 10% of the direct costs of the project being funded through the grant. Court/Government grantees may not request funds to support indirect costs.

C. Restrictions on Use of Funds

Grantees may not use funds for religious, political or lobbying purposes. Other restrictions on the use of grant funds may be contained in the Special Conditions for each grant type.

11. Modifying the Grant

A. Budget Modification

i. Grantees may move small amounts of their budget without prior approval when those modifications involve less than 10% of the grant award amount, or $10,000 per quarter, whichever is less.

ii. If the modification would add a new budget line item to the grant, not included in the final award budget, pre-approval is required regardless of the amount.

iii. Expenditures that do not comply with the adjusted or approved budget will not be authorized for payment.

B. Project Modifications

Grantees must receive written approval from the Grant Awarding Department to change the purpose or activities of the grant. Grantees must submit a written change of purpose request for approval by the Grant Awarding Department. When the change of purpose impacts the budget, the grantee must also submit a revised project budget detailing any costs related to this change.

12. Grant Monitoring

A Judiciary review of all submitted reports is used to evaluate the grantee's progress towards meeting their stated goals and objectives, and the assigned performance measures. The

Judiciary may conduct audit reviews of grant recipients. By accepting Judiciary grant funds, grantees agree to be subject to a review or audit of their grant funded project, if requested.

13. Close Out

Grantees will submit final reconciled financial reports, final grant invoices and deliverables to the grant awarding department as directed in the Award no later than 45 days after the end of the grant award period, unless previously agreed upon with the Grant Awarding Department.

14. Use of Information

The Judiciary has the right to use information reported in statistical reports, annual reports, and other publications for general distribution. In addition, the Judiciary has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of a Judiciary grant.

15. Acknowledgement of Support

When creating and disseminating materials, reports or other products (paper or electronic) or statements as part of the grant project, grantees must include the following acknowledgement:

> *"This project is supported by a grant from the Maryland Judiciary's [insert relevant Grant Awarding Department]."*

16. Policy Against Discrimination

Grantees must not discriminate in any manner against any person because of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or Federal law.

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