

**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), also referred to as a Funding Opportunity, defines the grant specifications, including requirements for funding, funding term, and application submission information.

**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. Grant Award**

The Judiciary will review the application and determine the grant award amount. Funded applicants are required to sign and return the Grant Award and Acceptance Form, a finalized budget based upon the grant award amount, and a Financial Information form. Additional documentation may be required. The Maryland Judiciary reserves the right to change the amount awarded based upon the availability of funds and the actual rate of spending by the grantee.

**5. Award Period**

Grants are awarded on a defined schedule based upon 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 by the deadline determined by the Grant Awarding Department.

**6. 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 Grant Conditions associated with the grant award.

**7. Post-Award Technical Assistance**

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

**8. 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**

Grantees must collect statistical data, evaluate the effectiveness of the grant

project, and report the results as detailed in the Award.

## 9. Financial Management

### A. Recordkeeping and Accounting

**Requirements-** Grantees must follow all recordkeeping and accounting guidelines and requirements provided by the Judiciary. Grantees must retain and make available for site visits and audits the records and supporting documentation for 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, or as otherwise directed. Either hard copy files or electronic grant files are acceptable, unless otherwise stipulated in the Grant Award.

### B. Distribution of Funds

Costs incurred must be treated consistently as either a direct or an indirect cost in order to avoid double charging any portion of the grant award.

Direct costs are those costs directly attributable to a program or project.

#### i. Personnel Costs

- a. All grantees must have and adhere to written policies concerning payroll, personnel, and time and effort for any position supported by the grant.
- b. When grant funds are used to pay salaries, the grantee must maintain time sheets and payroll records for

those staff positions to 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.
- d. Salary adjustments for grant-funded circuit court employees will be provided consistent with those appropriated by the legislature for state Judiciary positions. Grant support for fringe benefits will also change commensurate with any salary adjustments made. Local governments are authorized to provide supplemental funds for salary and fringe benefits beyond the amount provided under a grant.
- e. The Grant Awarding Departments may take into consideration turnover rates when determining the total amount granted for personnel costs.
- f. The Grant Awarding Departments may confer with the Judiciary's Human Resources Department when determining the amount granted for any grant-funded position.

#### 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 be required to obtain prior approval from the

Grant Awarding Department before sub--granting funds. Grantees who 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 Memoranda of Understanding (MOU) or Interagency Agreements (IGA) with an outside agency. Grantees may be required to have 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**

When a traveler is an employee of the grantee, or is a judge, magistrate or Judiciary employee, and travel costs are approved as part of the Grant Award, travel is an allowable direct cost where such travel will provide direct benefit to the project. When a traveler is not an employee of the grantee, authorized travel costs must be recorded and reimbursed under Contractual Costs. Grantees are required to follow their own written travel policy when expending funds approved for travel. Judiciary employees,

and grantees who do not have an established written travel policy, must follow the [State Joint Travel Regulations – Judicial Branch Travel Policy](#).

**iv. Training Costs**

Grantees that provide education and training using Judiciary funds must adhere to the Judiciary’s [Education and Training Policy](#) and, when applicable, shall work with their Grant Awarding Department to ensure prior approval of training activities.

**v. Other Direct Costs**

Costs which are directly attributable to the project or program not defined under i. through iv. above include, but are not limited to: equipment, software, and supplies, may be included in Direct Costs.

**vi. Indirect Costs**

Indirect Costs are those costs to an organization that are not readily assignable to a particular project but may be necessary for the organization to meet its goals and complete a funded project.

Non-profit organizations may request reimbursement of indirect costs at their federally-negotiated and received Indirect Cost Rate, if applicable, or at a rate of 10% of Modified Total Direct Costs (MTDC).

Modified Total Direct Costs are all costs directly attributable to

the project under salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract.

Court and government grantees are not eligible to receive 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 Grant Conditions for each grant type.

**10. Grant Amendments**

Grantees must adhere to the following:

**A. Budget Amendments**

- i. Unless otherwise directed by the Special Conditions for the grant program, grantee expenses may vary from the approved budget provided that the variance does not exceed the total amount budgeted for the category by more than 10% or \$10,000 (whichever is less), and does not include any new line items not previously included in the approved budget. Grantees are required to submit a budget amendment request for pre-approval of any expenditures that would exceed this threshold.
- ii. Grantees must request pre-approval to add new budget line items 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.

**11. Grant Monitoring**

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

**12. 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. Once the Grant Awarding Department has verified the completion of the financial and program requirements by the grantee, and payment of the final Grant Invoice has been processed, the grant will be closed. Any remaining funds will no longer be

available to the grantee. Any overbillings or audit adjustments must be remitted to the Judiciary within 60 days of discovery or notice to grantee, whichever is sooner.

**13. 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.

**14. 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].”*

**15. 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.

**16. Non-Disclosure**

Grantees shall not without the AOC’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any information which may be held or maintained by the Judicial

branch as Confidential Information except for the sole and exclusive purpose of performing under the grant award, and except for disclosures to such Judiciary employees whose knowledge of the information is necessary to the performance of the grant. Grantees may also be required to complete and submit a Non-Disclosure Agreement. Failure to comply with these conditions may result in the termination of an award.