

**Administrative Office of the Courts**  
**DEPARTMENT OF JUVENILE AND FAMILY SERVICES (DJFS)**  
**2009-A COMMERCE PARK DRIVE, ANNAPOLIS, MD 21401**

ISSUED: JANUARY 11, 2017

UPDATED: JULY 31, 2017



## **Special Conditions for FY18 Special Project Grants**

### **1. Overview of the Special Project Grants (SPG) Program**

Special Project Grants are awarded by the Department of Juvenile and Family Services to support programs designed to increase access to justice and enhance the experience of families and children involved with Maryland's legal system. These grants include, but are not limited to programs in the following categories:

Domestic Violence	Alternative Dispute Resolution
Juvenile Justice	Foster Care
Adult Guardianship	Other Domestic

### **2. Eligibility**

a. To be eligible to receive a Special Project Grant, an applicant must be:

1. Maryland State or local government, or
2. Non-profit organization, or
3. Institution of higher education within the state of Maryland.

b. Special Conditions for CASA Grantees applying for Special Projects Grants

1. CASA grantees are eligible to apply for Special Project Grants as long as the funding requested would support a project outside of the regular advocacy activities. *(Examples: Funding could be granted for: Collaborative training between CASA programs; Collaborative training with DSS, DJS, Children's Attorneys or other stakeholders; independent living skills training for older youth, etc.; but SPG funding would not be granted to cover the space/food/staffing costs of regular pre-service trainings.)*
2. Special Project funds awarded to CASA programs cannot be used as matching funds for the CASA grants.

### **3. Matching Funds**

SPG Grantees are not generally required to match the grant award. However, matching funds may be required when concerns about a program's financial management arise. If match is required, it will be a condition of the award detailed in the grant awarding documents.

### **4. Funding Period**

The DJFS awards SPG grants on the state's fiscal year cycle. Grants awarded for Fiscal Year 2018 will support family and juvenile program needs from July 1, 2017 through June 30, 2018. All funds must be expended within this time period.

## 5. Reporting

### A. Program & Statistical Reporting

1. Programs are required to report on progress toward specific project goals and provide statistical information on a quarterly basis.

2. Specific program and statistical reporting requirements, including required reporting forms, will be provided to grantees by email prior to the start of the funding period. Reporting forms will be cumulative Excel Workbooks. Partial or incomplete reports will not be accepted. Reports submitted on forms other than those provided by the DJFS for FY18, will not be accepted.

### B. Financial Reporting

1. Programs are required to provide signed expenditure reports and grant invoices on a quarterly basis. These documents must be submitted by the due dates outlined below, even if the grantee did not expend any funds during the quarter.

2. Specific reporting requirements, including required reporting forms, will be provided to the grantee by email early in the funding period. Reporting forms will be cumulative Excel Workbooks personalized for each grantee.

### C. Report Submission Requirements

All reports (financial and program/statistical) must be submitted electronically to the DJFS, emailed to [DJFSGrants@mdcourts.gov](mailto:DJFSGrants@mdcourts.gov) by the due dates outlined below. Reports must be scanned PDFs of the signed hard copy reports. In Q4 only, both the PDF and completed cumulative Excel progress reporting workbook must be submitted. The paper copies of the reports DO NOT need to be submitted. When a due date falls on a weekend or holiday, reports are due the next business day.

<u>Reporting Period</u>	<u>Report Due Date</u>
1 <sup>st</sup> Quarter (July 1 thru Sept 30)	October 15
2 <sup>nd</sup> Quarter (Oct 1 thru Dec 31)	January 15
3 <sup>rd</sup> Quarter (Jan1 thru Mar 31)	April 15
Estimate of Remaining Funds	June 15
4 <sup>th</sup> Quarter (April 1 thru June 30)	July 15

## 6. Grant Monitoring

DJFS staff will review submitted reports to evaluate the grantee's progress towards meeting their stated goals and objectives and assigned performance measures. Staff will follow-up with grantees as needed to gather additional information and assess performance. Follow-up will be made by phone and in person through site visits. The site visits will be designed to ensure compliance with the grant guidelines and review progress toward the project's stated goals and objectives and performance measure. Site visits may also include a fiscal review of grantee/project expenditures.

A Grant Monitor will be assigned to your project based on subject matter expertise. Contact your Grant Monitor with all program-related concerns.

Domestic Violence Projects:	David Shultie, Domestic Violence Manager 410-260-1726 / <a href="mailto:David.Shultie@mdcourts.gov">David.Shultie@mdcourts.gov</a>
Juvenile Projects:	Sarah Kaplan, Juvenile Law Manager 410-260-1727 / <a href="mailto:Sarah.Kaplan@mdcourts.gov">Sarah.Kaplan@mdcourts.gov</a>
ADR Projects:	Kelly Franks, Program and Policy Manager 410-260-1722 / <a href="mailto:Kelly.franks@mdcourts.gov">Kelly.franks@mdcourts.gov</a>
Legal Services & Adult Guardianship:	Nisa Subasinghe, Research Specialist 410-260-1738 / <a href="mailto:Nisa.Subasinghe@mdcourts.gov">Nisa.Subasinghe@mdcourts.gov</a>
Legal Services & Immigration:	Heather Akehurst-Krause, Senior Research Specialist 410-260-1267 / <a href="mailto:Heather.Akehurst-Krause@mdcourts.gov">Heather.Akehurst-Krause@mdcourts.gov</a>
Other Domestic Projects:	Pen Whewell, Grants Specialist 410-260-1262, <a href="mailto:Pen.Whewell@mdcourts.gov">Pen.Whewell@mdcourts.gov</a>

## 7. Contact Information

### A. Grantee Contacts

Grantees are responsible for ensuring that the DJFS is provided with accurate and up-to-date contact information for their program. This includes an email address, as the DJFS sends many important grant announcements by email.

### B. DJFS Contact Information

All email communications with the DJFS should be sent to:

[DJFSGrants@mdcourts.gov](mailto:DJFSGrants@mdcourts.gov).

Questions:

Pen Whewell, Grants Specialist: 410-260-1262

Kelly Franks, Program and Policy Manager: 410-260-1722