

# MARYLAND JUDICIARY PROCUREMENT POLICY

## 7.3 GRANTS ADMINISTRATION

### A. Scope

This policy applies to all courts, Judicial Units and departments within the Maryland Judiciary (Judiciary).

### B. Definitions

In this Policy, the following terms have the meaning indicated:

- (1) Cooperative Reimbursement Agreement (CRA): A legal instrument of financial assistance between a federal awarding agency and a non-federal entity.
- (2) Grant Award: The notification by the Department of Procurement, Contract and Grant Administration, after all required approvals have been obtained, of: (a) an executed contract; or, (b) written notice of award to the selected vendor.
- (3) Grant Award and Acceptance Form: The obligating instrument that provides the basis for the Judiciary's financial participation in a grant program. This document formalizes the relationship between the Judiciary and the grantee, indicating the amount of funds the Judiciary will provide the grantee for the approved project, consistent with the grantee's application and the Judiciary's Notice of Funding Availability.
- (4) Notice of Funding Availability (NOFA): The notice that announces the availability of Judiciary grant funds. Each NOFA includes the purpose, application deadlines, eligibility requirements, funding information, and other related materials, as applicable.

### C. Policy

#### (1) GRANTS AWARDED BY THE MARYLAND JUDICIARY

The Chief Justice of the Supreme Court of Maryland, or designee, has the sole authority to create Grant Awarding Departments within the Judiciary, to authorize the use of state and federal funds for grants, and to determine grant award amounts for grants and CRAs to courts, State and local governments, non-profit organizations, and institutions of higher education to advance the Judiciary's mission.

The Grant Awarding Departments shall be responsible for implementing grant programs and CRAs in compliance with the policies outlined herein and any Grant Procedures outlined by the Department of Procurement, Contract and Grant Administration.

The NOFA issued by the Department of Procurement, Contract and Grant Administration will identify funding opportunities within the Judiciary. Applicants must respond to the NOFA to be eligible for grant funds.

Grant Award and Acceptance Forms will be used to execute an award of grant funds. Grants shall be administered in compliance with Judiciary General Grant Conditions, Special Grant Conditions and any applicable federal grant requirements. State-funded grants shall be awarded and expended within a State fiscal year -- July 1 through June 30.

The Managing Legal Counsel, or designee, within the Administrative Office of the Courts shall approve the Grant Award and Acceptance for form and legal sufficiency.

The State Court Administrator, or designee, shall approve the award of grant funds prior to the execution of the Grant Award and Acceptance Form.

### **(2) GRANTS RECEIVED BY THE MARYLAND JUDICIARY**

The Chief Justice of the Supreme Court of Maryland, or designee, has the sole authority to submit grant applications and Cooperative Reimbursement Agreements to outside funders on behalf of the Maryland Judiciary, and for courts that are applying as a sole or principal agency. The Chief Justice of the Supreme Court of Maryland, or designee, has the sole authority to accept funding on behalf of the Judiciary.

The acquisition and disposal of equipment or fixed assets acquired through federal funds must be reported to the Assistant State Court Administrator – Operations. The assets must be used, managed, and disposed of in accordance with the Terms and Conditions of the Notice of Grant Award.

### **(3) WAIVER**

The Chief Justice of the Supreme Court of Maryland, or designee, has the authority to grant a waiver of this policy.