

Administrative Office of the Courts
MEDIATION AND CONFLICT RESOLUTION OFFICE (MACRO)
2001-C COMMERCE PARK DRIVE, ANNAPOLIS, MD
21401 PH: 410-260-3540;
MACROGRANTS@MDCOURTS.GOV



FY2020 Special Grant Conditions for Community Mediation Performance Funding

In addition to the conditions specified in the Judiciary's General Grant Conditions, the following conditions apply to all MACRO Community Mediation Performance Grants.

1. PURPOSE

Community mediation is an important resource for the court, providing vital conflict resolution services to the District and Circuit Courts and at the neighborhood level, preventing violence and addressing the underlying causes of conflict in a manner that cannot be achieved in a courtroom. MACRO's goal in funding community mediation is to make mediation and conflict resolution services accessible and affordable to everyone in Maryland. MACRO's community mediation performance grant program is designed to ensure the achievement of that goal.

2. ELIGIBILITY

MACRO supports non-profit 501(c)3, higher education and government-based community mediation centers in the state of Maryland that meet the Ten Point Model outlined below. MACRO views these Points as the definition of good community mediation and therefore requires centers to meet and continually improve their operations on each of the points in order to be eligible for funding under this program.

MACRO also supports community mediation centers that have diverse financial support. With the exception of Start-up centers and first-year Level 1 centers, centers must have raised a certain amount of funds in order to be eligible for funding under this grant program. (See Appendix B for specific amounts.)

Funding under this grant program is provided on an invitation only basis. MACRO distributes invitations to community mediation centers each winter for funding in the following fiscal year. **Entities wishing to establish a new center MUST contact MACRO in order to receive an invitation.**

2.1 The Ten Point Model of Community Mediation in Maryland

1. Train community members - who reflect the community's diversity with regard to age, race, gender, ethnicity, income and education - to serve as volunteer mediators.
2. Provide mediation and conflict resolution services at no cost or on a sliding scale.
3. Hold mediations in neighborhoods/communities where disputes occur.
4. Schedule mediations at a time and place convenient to the participants.

5. Encourage early use of mediation to prevent violence or to reduce the need for court intervention, as well as provide mediation at any stage in a dispute.
6. Mediate community-based disputes that come from diverse referral sources, such as community organizations, police, faith-based institutions, courts, community members, government agencies, and the center's outreach activities.
7. Educate community members about mediation and conflict resolution.
8. Maintain high quality mediators by providing intensive, skills-based training, apprenticeships, continuing education and ongoing evaluation of volunteer mediators.
9. Work with the community in governing community mediation programs in a manner that is based on collaborative problem solving among staff, volunteers and community members.
10. Provide conflict resolution services to community members who reflect the community's diversity with regard to age, race, gender, ethnicity, income education, and geographic location.

3. OVERVIEW OF THE FUNDING MODEL

MACRO's funding model for community mediation contains three parts. Part I addresses how the center is meeting the 10-point model of community mediation. Part II contains seven performance levels with the aim of encouraging centers to work toward continually increasing the conflict resolution services provided to their communities. Part III requires centers to raise additional funds corresponding to their performance level to ensure that centers have a diverse funding base.

Funding under this grant program provides community mediation centers with general operating support to assist them in meeting the ten-point model of community mediation. While centers are asked to submit a statement of their current fiscal year revenue and expenditures and a projected budget for the forthcoming fiscal year, Community Mediation Performance Grant awards are not determined on a financial need basis. Applications are instead evaluated on: a center's operations within the 10-point model, their direct service performance (intakes, mediations or others conflict resolution sessions), and the amount of funds they have raised. The combined review of these factors will determine whether a center is 1) a community mediation center operating within the 10-point model and therefore is eligible for funding under this grant program; and 2) what level of funding the center is eligible to receive.

4. DETERMINATION OF PERFORMANCE LEVEL

MACRO funds community mediation centers at eight performance levels - Start-up, and Levels 1 through 7. Each performance level is worth a pre-determined dollar amount. See appendix B for specific performance funding levels. A center's performance level is determined by the number of intakes, mediation sessions, and other conflict resolution sessions conducted by the center during the immediate past 12-month performance cycle (January 1 to December 31)¹. Only data from cases that closed during this period can be counted. Data from cases that remain open on January 1 will count

¹ In prior years the performance year was April 1 to March 31. Beginning in FY2020 the performance year is shifting January 1 to December 31. For FY2020 only, MACRO will consider a center's performance during both periods.

toward the next year. Each intake is worth 1 point and each session is worth 3 points. A center's total performance point score, combined with the amount of fundraising it has completed (see Section 5 below), is what determines the center's final performance level.

4.1 Performance from Conflict Resolution Services Other Than Mediation

Conflict Coaching and Community-based multi-party conflict resolution processes (i.e. large group facilitation and community conferencing) count the same as a regular mediation, however, intakes and sessions from these conflict resolution processes can only count for up to a maximum of 20% of a center's final performance score.

5. FUNDRAISING REQUIREMENT

All applicants, with the exception of Start-Up grants and first-year Level 1 centers, **must** have raised outside funds in order to be eligible to receive funding under MACRO's Community Mediation Performance Grant program. Each performance level has a specified fundraising requirement that corresponds to that level. (See Appendix B for the specific amounts.) Centers must have raised the required amount within the immediate past 12-month performance year – January 1 to December 31. **Center's that have not raised the corresponding funding amount that is required for their performance level will be funded at the performance level that is consistent with the amount of funds they have raised.** For example, a center that has raised \$12,000 in matching funds would be considered a Level 2 center, even if their performance score would place the center at Level 3 or higher. *In extraordinary circumstances, MACRO may wave this requirement.*

5.1 Sources for Fundraising

A center's fundraising can come from grants, fund-raising efforts, fee-based services, contributions from government agencies, or other sources. In-kind contributions cannot be used to meet the requirement. **Additionally, no funds that originate from the Maryland Judiciary, directly or indirectly, may be counted toward the required fundraising level.** All reported funds raised must have been raised for the purpose of supporting the center's community-based mediation and conflict resolution activities. Restricted grants and gifts are allowed to be counted, provided that the funds are consistent with this purpose. Funds raised for a parent organization or agency may not be counted unless those funds were/will be used for benefit of the community mediation center.

6. RESTRICTIONS ON USE OF FUNDS

MACRO's Community Mediation Performance grants are intended solely to provide general operating support to assist centers in providing community-based mediation and conflict resolution services according to the ten-point model of community mediation. Grant funds are unrestricted within that purpose. Grantees may move any amount of their approved budget without prior approval from MACRO when the use of funds is for operating the center based on the ten-point model. Centers may not use performance funds for activities that are not within the 10-point model, nor may they submit a change of purpose request to use the funds for another purpose. Grant funds may not be used to purchase alcohol, or for religious, political or lobbying purposes.

7. APPLICATIONS FROM NEW/ START-UP CENTERS

Entities wishing to establish a new community mediation center **MUST** contact MACRO first in order to receive an invitation to apply. The initial priority in reviewing start-up applications will be to determine how closely the startup center's operating philosophy, organization, by-laws, and other supporting documents reflect MACRO's Ten-Point Model for Community Mediation. Priority will be given to service areas that have no existing community mediation programs at the time of application.

If two or more groups apply for funding to serve the same geographic area, or if an organization applies to serve an area already served by another center (generally, this could be a county or metropolitan area), MACRO will consider the proposal and if appropriate, initiate and participate in a collaborative process with the intention of finding an organizational outcome that best serves the community and the goals of community mediation.

New centers requesting a start-up grant need to complete Section I of the application as much as they can, with particular emphasis on goals and implementation plans. We recognize that most new centers will not have a performance history, or be able to discuss their activities for the past year. Instead, these applicants should demonstrate how the new center intends to operate within the 10-Point Model going forward. The application should also discuss the work that has already been done to begin to establish a new community mediation center. In addition, start-up centers must also complete Sections III (Financials) and IV (Supplemental Materials). Start-up applications and first-year Level 1 centers are exempt from the fundraising requirement.

Start-Up grants are worth up to \$25,000 and may be submitted, upon invitation, at any time in the fiscal year if MACRO has funding available.

8. REPORTING REQUIREMENTS

All MACRO grantees are required to report on progress toward their major goals, challenges and accomplishments and to provide statistical and financial information on a quarterly basis. For all MACRO Community Mediation Performance grants, these reports include:

- **Quarterly Narrative Report** – Grantees must use the Quarterly Report Form for Community Mediation Performance Grants. This form can be downloaded from: <https://www.courts.state.md.us/procurement/grants/macro/currentfunding#mediation>
- **MADtrac MACRO Summary Report** – January 1, 2019 to the end of the current period.
- **Financial report** – An Excel workbook will be provided to grantees at the start of the award. The financial report consists of the appropriate quarter’s detail expenditure report and invoice. The detail report must be submitted even if no funds have been spent in a quarter.

All reports must be submitted electronically to MACRO and emailed to MACROgrants@mdcourts.gov by the due dates outlined below. Reports must be compiled into a single PDF file. DO NOT submit paper copies of the reports. When a due date falls on a weekend or holiday, reports are due the next business day. MACRO will not release any grant disbursements to grantees if the required reporting forms have not been received, or have not been completed to MACRO’s satisfaction.

Reporting Due Dates:	<u>Reporting Period</u>	<u>Report Required</u>	<u>Due Date</u>
	July - September	Progress Report	October 31, 2019
	October- December	Progress Report	January 31, 2020
	January - March	Progress Report	April 30, 2020
	April - June	Final Report	August 15, 2020

9. GRANT PAYMENTS

Grant funds are disbursed on a quarterly reimbursement basis. MACRO will reimburse grantees for the exact amount that has been spent each quarter. To receive each payment grantees must submit a quarterly report (see above) as well as the appropriate quarterly invoice from the financial workbook.

Grantees who have spent 100% of their grant award, and their project is complete, may submit their Final Report and reimbursement request at any time prior to the August 15 deadline.

9.1 Alternative Disbursement Option

Nonprofit grantees for which straight reimbursement will incur a financial hardship may request to receive the first 25% of their grant award at the start of the grant period. To request this, grantees must submit an Alternate Disbursement Request Form. If approved, grantees will receive an alternate financial workbook. Grantees may submit the first invoice from the financial workbook on July 1 or anytime during the first 60 days of the grant period. All remaining payments associated with the quarterly expenditures will be made on a reimbursement basis. MACRO will hold the final 10% of the grant amount until the final report is submitted. Note: Grantees who use this option may not receive a full reimbursement in the 3rd or 4th quarter to offset the advance funds received at the start of the award period. This option is not available to courts and government agencies.

9.2 Spending Funds During the Grant Period

MACRO grant funds must be spent only during the grant period. No grant funds may be requested or spent on activities or expenses that will occur prior to the start of the official grant period. See the Grant Award and Acceptance Form for official grant period dates. Similarly, MACRO will only reimburse grantees for funds spent or obligated before the end of the grant period. Grant funds are considered spent when payments for goods/services/salaries have been completed. Grant funds are considered obligated if the grantee has purchased and *received* goods/services/staff time on or before June 30, but have not yet paid the invoice/staff paycheck. **Grant period extensions will not be granted. Grantees will only be reimbursed for funds they have spent prior to the end of the grant period. Please be aware that MACRO will monitor your financial reports throughout the grant period and may delay grant payments or reduce the amount of your total grant award if expenditures are significantly delayed or below budgeted levels.**

Additionally, all grantees are required to submit a fourth quarter estimate of how much they anticipate spending by June 30, as well as the amount of any funds they anticipate not spending. The form for this report is contained in the financial workbook provided at the start of the grant. Grantees will receive a notice in early June with a deadline for submitting their estimate.

10. EVALUATION AND DATA COLLECTION

Grantees are required to collect demographic and case-related information.

- *Case Information:* Centers are required to use the case management software MADtrac to collect, manage and report on their case and client-related data. (Demographic data is excluded from the requirement to use MADtrac.) MACRO will provide this software and any related updates to centers. Centers are required to ensure that they have adequate computers and software (such as Windows) to operate the most current version of MADtrac that has been provided by MACRO. Centers must submit a summary report of their case data to MACRO on a quarterly basis.
- *Demographic Data:* Centers are required to collect and report on demographic data for their mediators, clients, staff and board – including age, gender, race, education level, and income. Centers may use either the MADtrac case management system or Excel to collect this data. Centers are required to report this data using the Excel demographics summary report provided by MACRO. Other reporting forms will not be accepted.

11. COURT REFERRED CASES

Since MACRO's funding comes from the court system, any court cases referred to a community mediation center must be mediated at no cost to the participants in order for those cases to be counted toward the center's performance point score.

12. FUNDING AVAILABILITY/LACK OF PERFORMANCE/NON-COMPLIANCE WITH TERMS

MACRO is committed to supporting community mediation centers in Maryland, subject to funding availability. MACRO's grant funds are state general funds approved by the legislature as part of the Judiciary's budget to support conflict resolution in several areas. Availability of grant funding is dependent on the state budget process among other factors. MACRO reserves the right to withhold, reduce or cancel a grant award based on the availability of funding, lack of performance, or for non-compliance with the Judiciary's General Grant Conditions as well as MACRO's Special Grant Conditions for Community Mediation Performance Funding.

13. ACKNOWLEDGMENT OF MACRO SUPPORT

Grantees must agree to include the following acknowledgment on all published materials, reports or products (paper or electronic) created with MACRO grant funds: "Produced with support from the Maryland Judiciary Mediation and Conflict Resolution Office."

14. CONTACT INFORMATION

If at any time before, during or after your grant period, you have questions about your grant or the terms contained in the General Grant Conditions or these Special Grant Conditions, please contact MACRO.

Jonathan S. Rosenthal, Esq.,
MACRO Director
Jonathan.rosenthal@mdcourts.gov
410-260-3548

Alecia Parker
Grants and Strategic Initiatives Director
Alecia.parker@mdcourts.gov
410-260-3544

Appendices

Appendix A

Point Score for Determining Performance Levels

Performance Levels	Point Range*
Start-Up Centers (Year 1)	n/a
Level I Center Intakes: 1-125 and Sessions: 1-25	1 - 200
Level II Center Intakes: 126-375 and Sessions: 26-75	201 - 600
Level III Center Intakes: 376-750 and Sessions: 76-150	601 - 1200
Level IV Center Intakes: 751-1500 and Sessions: 151-300	1201 - 2400
Level V Center Intakes: 1501-2250 and Sessions: 301-500	2401 - 3750
Level VI Center Intakes: 2251-3200 and Sessions: 501-650	3751 - 5150
Level VII Center Intakes: 3201+ and Sessions: 651+	5151+

***Point Scores:**

Intakes are weighted at 1 point each and Sessions are weighted at 3 points each. A center's performance level is determined by their total point score.

Appendix B

Calculating the Grant Awards

Performance Level	Part I - Base Funding	Part II Performance Funds	Total Potential Grant	FY20 Fundraising Requirement	FY21 Fundraising Requirement*
Start-Up Center	\$25,000	\$0	<u>\$30,000</u>	None (10% Recommended)	None (10% Recommended)
Level 1 Center	\$20,000	\$18,000	<u>\$38,000</u>	10% = \$2,800	None for 1 st year; \$2,500 for 2 nd year; \$5,000 for 3 rd year+
Level 2 Center	\$20,000	\$25,000	<u>\$45,000</u>	20% = \$7,000	\$10,000
Level 3 Center	\$20,000	\$45,000	<u>\$65,000</u>	25% = \$13,750	\$20,000
Level 4 Center	\$20,000	\$65,000	<u>\$85,000</u>	30% = \$22,500	\$30,000
Level 5 Center	\$20,000	\$90,000	<u>\$110,000</u>	40% = \$40,000	\$42,500
Level 6 Center	\$20,000	\$115,000	<u>\$135,000</u>	50% = \$62,500	\$65,000
Level 7 Center	\$20,000	\$140,000	<u>\$160,000</u>	50% = \$75,000	\$75,000

*MACRO will be increasing the fundraising requirements in FY2021. Centers do not need to meet them in FY2020, but they will be required to meet them in FY2021.

Community Mediation Referral Categories

Circuit Court - Civil: Any referral made from circuit court civil personnel.

Circuit Court – Family: Any referral made from circuit court family personnel.

Community Member: Refers to anyone who may have informed the participant about mediation who does not fall into the other categories. This may include a friend, family member, co-worker, neighbor, etc.

Community Organization: Refers to a geographically-based group such as a neighborhood association or home-owners' association.

Correctional Facility: Refers to any referrals from a prison or detention facility.

Court Personnel - Pre-filing: Refers to any referrals made by court staff before the parties have filed a court case.

Criminal - Other: Any criminal referrals from judges, public defenders, clerks, etc.

Day of Trial (District Court): Any mediation done in court on the day of the trial.

Department of Juvenile Services: Any referral from the Department of Juvenile Services.

District Court/Civil – Peace Order: All referrals (pre-trial) from the District Court for Peace Order cases.

District Court/Civil – Small Claims: All referrals (pre-trial) from the District Court for Small Claims cases.

District Court/Other: Includes all referrals from District Court personnel, clerks, judges, brochures, District court Docket website, public website, etc.

Former Client: Anyone who used the services in the past who is using them again, or if the participant calling was informed about the services by someone who used them in the past.

Government Agency: Any governmental agency other than police, courts, schools. This would include Department of Social Services, Parks and Planning, etc.

MHIC: All referrals from the Maryland Home Improvement Commission.

Non-profit Organization: Any referrals from a nonprofit organization. These might include Legal Aid, YWCA, a family center, etc.

Outreach/publicity: Any referrals that resulted from an outreach activity.

Police: Any referral from the police.

Religious Institutions: Any referral made by the staff or members of a place of worship.

Schools: Any referral from school administration, teachers, etc.

State's Attorney's Office: Includes referrals from State's Attorneys made before the trial.

Website/Phone Book: Any referrals where the clients found the center through its website or phone book listing.

Private Practitioner: Any referrals from a private practice mediator.