

PREVIEW ONLY

FY22 Research and Analysis Targeted Special Projects Grants

Opportunity Information

Title FY22 Research and Analysis Targeted Special Projects Grants

Description The Maryland Judiciary receives state funds each year to support programs that enhance court services. These funds are administered by Administrative Office of the Courts, Research and Analysis.

Awarding Agency Name Administrative Office of the Courts, Research & Analysis

Agency Contact Name Dominique Johnigan

Agency Contact Phone 410-260-3509

Agency Contact Email Dominique.Johnigan@mdcourts.gov

Fund Activity Category Law, Justice and Legal Services

Category Explanation These grants are being offered to enhance the courts' ability to provide services to litigants, enhance the court's decision-

making
process, and increase court efficiency and effectiveness.

Posted Date 1/13/2021

Funding
Opportunity Number O-RA-2022-0012

Public Link <https://www.gotomygrants.com/Public/Opportunities/Details/215d582c-9f55-47fc-ba8c-e5b59aeeed318>

Funding Information

| Funding Sources | State |
|----------------------------|---|
| Funding Source Description | Grants are funded by the Maryland Judiciary. The availability of funds is contingent upon the provision of funds in the judiciary budget by the Maryland General Assembly for Fiscal Year 2022. |

Award Information

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|---------------------------|-----------------|
| Award Start Date | 7/1/2021 |
| Award End Date | 6/30/2022 |
| Award Type | Non Competitive |
| Capital Grant | No |
| Expected Number of Awards | 7 |
| Indirect Costs Allowed | No |
| Matching Requirement | Yes |

Submission Information

Submission Close Date 3/30/2021 11:59 PM Eastern Standard Time

Question Submission Information

| | |
|--|---|
| Question Submission Email Address | dominique.johnigan@mdcourts.gov |
| Question Submission Additional Information | For general questions, applicants are encouraged to review the attached Special Conditions for Targeted Special Projects. |
| Attachments | FY2022_RA Targeted Projects Special Conditions |

Technical Assistance Session

| | |
|------------------------------|----|
| Technical Assistance Session | No |
|------------------------------|----|

Eligibility Information

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|------------------------------------|--|
| Eligibility Type | Private |
| Additional Eligibility Information | The following organizations are invited to apply: <ul style="list-style-type: none"> • Anne Arundel County (Anne Arundel County Circuit Court); Court Researcher • Baltimore County (Baltimore County Circuit Court); Court Researcher • Cecil County (Cecil County Circuit Court); Court Researcher • Charles County (Charles County Circuit Court); Court Researcher • Howard County (Howard County Circuit Court); Court Researcher • Montgomery County (Montgomery County Circuit Court); Court Researcher • Maryland Youth and the Law Inc. (Baltimore City Teen Court Direct Judiciary funding) (formally: Professional Development and Training Center, Inc. dba Citizenship Law Related Education Program: CLREP) |

Additional Information

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|----------------------------|---|
| Additional Information URL | https://www.courts.state.md.us/procurement/grants |
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| Additional Information URL Description | All grant awards are subject to the Maryland Judiciary's General Grant Conditions, and the Special Conditions for Research and Analysis Projects. The General Conditions and Special Conditions can be previewed on the Department of Procurement, Contract and Grant Administration Grants Home page. |
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Save

Apply

**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. Modifying the Grant

Grantees must adhere to the following:

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, preapproval 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.

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.

ADMINISTRATIVE OFFICE OF THE COURTS
RESEARCH AND ANALYSIS
187 HARRY S. TRUMAN PARKWAY
ANNAPOLIS, MD 21401



Special Grant Conditions for FY2022 Targeted Special Projects Grants

Administering Department Contact Information:

Administrative Office of the Courts
Programs Division, Research and Analysis
Jamie Walter, Ph.D.
187 Harry S. Truman Parkway
Annapolis, MD 21401
410-260-1725
Jamie.Walter@mdcourts.gov

Scope of Solicitation:

To provide financial assistance based on the history of eligible grantees for the following targeted special projects:

Court Researcher – Anne Arundel County
Court Researcher – Baltimore County
Court Researcher – Cecil County
Court Researcher – Charles County
Court Researcher – Howard County
Trial Court Researchers Program – Montgomery County
Baltimore City Teen Court (Maryland Youth & the Law, Inc.) Direct Judiciary Grant

Target Population

Determined by history based on eligible targeted special projects.

Court Researchers

Grant-funded Court Researchers will consult and jointly collaborate with Research and Analysis on research initiatives and protocols associated with court research and special projects. Additionally, the court researcher for Cecil County may be asked to participate on research and special projects in the 2nd Circuit (Caroline, Kent, Queen Anne's, and Talbot Counties, in addition to Cecil County). Special projects may require additional review by Research and Analysis staff and should include a significant data component.

Maximum Award Amount

Determined by available funding; based on funding history of targeted special projects

Match Requirement

There is no match requirement.

Eligible Grantees

The Judiciary will consider applications from the following targeted applicants:

- Anne Arundel County (Circuit Court for Anne Arundel County); Court Researcher
- Baltimore County (Circuit Court for Baltimore County); Court Researcher
- Cecil County (Circuit Court for Cecil County); Court Researcher
- Charles County (Circuit Court for Charles County); Court Researcher
- Howard County (Circuit Court for Howard County); Court Researcher
- Montgomery County (Circuit Court for Montgomery County): Trial Court Researchers
- Maryland Youth & the Law, Inc. dba (MYLAW): Baltimore Teen Court – Direct Judiciary Grant

Funding Period

Grants are awarded on a State fiscal year cycle: July 1, 2021 thru June 30, 2022. Grantees must expend all grant funds by the end of the funding period.

Distribution of Funds

Funds will be disbursed on a reimbursement basis upon submission of a Request for Payment along with Progress and Financial reports. Templates for reporting will be provided by Research and Analysis. Requests for payment can be made quarterly: Quarter 1: July thru Sept 2021; Quarter 2: Oct thru Dec 2021; Quarter 3: Jan thru March, 2022; Quarter 4: April thru June, 2022.

Continued grant fund disbursement shall be dependent on grantees’ satisfactory progress toward deliverables, and the availability of funding.

Reporting Requirements

Grantees must submit progress and financial reports. Templates will be provided by the funder. Failure to submit required reports and requests for payment may result in the Judiciary’s denial of grant payments and future funding.

Grantees may also be required to develop a plan for disseminating materials developed with grant funding, and/or the outcomes and findings of their project. Such requirements will be defined in the grant award letter.

Project Evaluation

Grantees shall assure that projects include an evaluation component to assess the effectiveness of the program. By accepting a Judiciary grant, the grantee agrees to cooperate with Judiciary-sponsored evaluation projects.

Personnel and Payroll Records

Grantees must follow their respective organizations' written payroll, personnel, and time and attendance procedures for each position supported by a Judiciary grant.

Timesheets for each grant-funded employee must provide a brief description of the daily grant activity and the hours worked.

Procurement

Grantees must follow their State, county governments' (in the case of a Circuit Court) or organizations' written procurement policies in expending grant funds. If an applicant does not have written policies, they must follow the Procurement Policy for the Judicial Branch.

Upon receipt of goods and/or services, ownership and liability shall transfer to the grantee, and the grantee shall assume responsibility for all routine equipment maintenance and/or replacement costs.

Grantees intending to use Judiciary grant funds for contractual services must notify potential contractors that funds for the project originated from the Judiciary.

All procurement actions shall be subject to Judiciary and Legislative Audit review.

Sub-Awards

Grantees must follow their State, county governments' (in the case of a Circuit Court) or organization's written grant policies in expending grant funds. If an applicant does not have written grant policies, they must follow the Policy on Grants Administration.

Travel Policies

Grantees must follow their State, county governments' (in the case of a Circuit Court) or organizations' written travel policies in expending grant funds. If an applicant does not have written policies, they must follow the State Joint Travel Regulations Judicial Branch Travel Policy.

Accounting Requirements and Audits

Grantees shall maintain full and accurate records of all financial transactions and accounts related to the grant-funded project, in accordance with generally accepted accounting practices, for a minimum of three years after the grant period ends. Records shall include, but are not limited to, requests for payment and receipts for expenses incurred, and time sheets for any salaries paid for with grant funds. Grantees shall make these records available for review by authorized representatives of the Administrative Office of the Courts, Maryland Judiciary.

Grantees must establish separate revenue accounts into which they will deposit Judiciary grant funds and separate expenditure accounts to which they will charge Judiciary grant expenditures. The Judiciary shall not reimburse grantees or authorize payment for any expenditure that does not reflect compliance with the written procurement policy.

Funds specifically budgeted and/or received for one project may not be used to support another project or program. Recipients are prohibited from commingling funds.

Approved expenditures should be reviewed for accuracy, and then checked against the organization's financial records before financial reports and request for payments are submitted for reimbursement. Accounts must be reconciled before the grant can be closed out (See Close Out).

Grantees may be subject to periodic management reviews or audits. The reviews or audits may be announced or unannounced.

Close-out

All final progress and financial reports must be satisfactorily submitted to Research and Analysis within 45 days after the end of the grant period (by August 15, 2020); approval of the final request for payment will serve as confirmation that project has been successfully completed; receipt of payment by recipient confirms close out has been completed.

Fee collection (if authorized by law):

If any fees are to be collected, the applicant will include a section in the application which addresses fees authorized by law as part of this grant program. Fees collected as a part of this program will be used to enhance the project. Recipients may be asked to produce financial records demonstrating how fees were used to enhance the program.

Debarment

The Judiciary will not permit a grant recipient to spend State funds on an individual or firm that is suspended or debarred from entering into contracts with the State. Grantees shall check the debarment list for all prospective sub-recipients (contractors and grantees). The list of debarred and suspended contractors is available on the Board of Public Works web page at: www.bpw.state.md.us

Site Visits

Grantees may be subject to site visits by Judiciary staff. The site visits will be designed to ensure compliance with the grant guidelines and evaluate the project in terms of its stated goals and objectives. Site visits may also include a fiscal review of grantee/programmatic expenditures.

Acknowledgment of Support

Grantees are required to acknowledge the support of the Judiciary on published materials or products created as part of the grant-funded project. Specific use and wording must be approved by the administering department.

Application Scoring Process

These are non-competitive grants. Application must be submitted on time and will be reviewed for accuracy and completeness; failure to adhere to these requirements may adversely affect funding.