

## **NOTICE OF FUNDING AVAILABILITY**

**Department of Family Administration  
Administrative Office of the Courts**

### **PILOT PROJECT GRANT - FY 2012**

Issue Date: October 26, 2011

Applications Due: November 21, 2011

#### **General Information**

The Maryland Judiciary began an important initiative to improve its responsiveness to families and children when it created circuit court family divisions and family services programs in 1998. Since that time, the circuit courts have reoriented their case management practices and developed programs to assist the many families and children that come before the court. The Maryland Judiciary receives state funding each year to enhance the courts' ability to provide a fair and efficient forum for resolving domestic and juvenile matters. The Maryland Judiciary is committed to ensuring that services provided by the courts are accessible to all litigants regardless of their ability to pay for the services, and without regard to representational status.

As part of the Maryland Judiciary's efforts to find more effective and meaningful ways for all families to resolve their disputes, the Department of Family Administration (DFA) at the Maryland Judiciary has become a nationwide leader in promoting Collaborative Law. Collaborative Law is an alternative resolution mechanism that encourages open, transparent, mature, and cooperative behavior between parties with the goal of resolving their dispute without litigation.

The DFA is requesting applications for Pilot Project Grants. Subject to the availability of funds for Fiscal Year 2012, grants will be awarded to one program to administer a collaborative law pro bono or reduced fee legal services program.

#### **Eligibility Requirements**

##### ***Eligible Applicants:***

Courts, Court-Related Agencies, State or Local Government Agencies, State Institutions (such as a university), community organizations, or not-for-profit organizations.

Applicants must demonstrate their ability to administer a legal services program which pairs individuals with attorneys who are trained in the practice of collaborative law and who have agreed to serve clients at a reduced fee or pro bono.

#### **Grant Application Review**

The AOC is committed to a fair and open process in awarding grants. Grant applications will be reviewed by a committee of DFA staff members. Final award determinations will be made based on the recommendations of the review committee.

### **Award Information**

The grant recipient will be notified in writing and by email. Funding decisions will be made by November 14, 2011.

The availability of funds for this program is contingent upon the provision of funds in the Maryland Judiciary budget by the Maryland General Assembly for Fiscal Year 2012. If Judiciary budget constraints result in a change to the project award, grantees will be notified in writing.

### **Funding Cycle**

All granted funds must be expended during the period from December 1, 2011 through June 30, 2012.

### ***Grant Payments***

If awarded, and unless otherwise provided for in the grant agreement, grant funds will be paid on a *reimbursement basis* only, upon submission of timely financial expenditure reports and a signed request for payment form.

If an applicant is unable to provide the services and programs without start-up funding, the grant agreement may allow for a percentage of funds, not to exceed 25% of the grant award, to be made available at the beginning of the project. Applicants who, if funded, would be requesting start-up funds must provide a written justification of the need, an outline of the expenditures that will be made with the start-up funding and a request for payment.

### ***Direct Costs***

Direct costs are those that are readily assignable to a particular project. Grantees may request funding for direct costs associated with their project.

### ***Indirect Costs***

Indirect costs are those costs of an organization that are not readily assignable to a particular project, but may be necessary to the operation of the organization and the performance of the funded project.

Court grantees may *not* request funds to support indirect (administrative) costs.

Non-court grantees may request funds to support indirect costs with appropriate justification and when those indirect costs total no more than 10% of the total direct costs of the project.

### **Reporting Requirements**

#### ***Statistical/Program***

All DFA Grantees are required to comply with quarterly reporting. The program's reporting requirements will be developed by the DFA staff based on the program's goals and expected outcomes outlined in the program's application. Detailed reporting requirements will be provided with the Award Letter. Reports are due on a quarterly

basis as outlined below:

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

### ***Financial***

All DFA Grantees are required to submit monthly financial reports reflecting their expenditures for the preceding month. The grantee will be provided with a personalized Excel financial workbook containing their project's budget information. Expenditure Reports and Request for Payment forms will be contained within these workbooks for each quarter.

Quarterly Reports and Requests for Payment are due (postmarked) not later than 15 days after the last day of the month. Requests must be submitted for every month, even if the grantee did not expend month during the month.

Specific statistical and program reporting requirements, including required reporting forms, will be sent to the grantee electronically prior to the start of the funding period.

Information collected from the quarterly reports will be used to monitor funded programs and assist the DFA in determining if the program is meeting its stated goals and objectives. Additionally, the AOC reserves the right to use this data in statistical reports, annual reports, and other publications for general distribution.

### **Applicable Guidelines**

All grantees are required to comply with the Department of Family Administration's Pilot Project Grant Guidelines for FY12. The Grant Guidelines are posted on our website: <http://mdcourts.gov/family/grantadmin.html> .

### **Application Information**

All applicants are required to submit the completed Grant Application including a proposed budget.

The Grant Application is posted at: [www.courts.state.md.us/family/grantadmin.html](http://www.courts.state.md.us/family/grantadmin.html).

***Submission:*** This application must be submitted electronically (by email) AND by regular mail. Two original copies are required by mail. If funds are granted, one original will be returned to the grantee with the award letter and grant agreement.

***Deadline:*** E-mailed applications must be received at the DFA by: **5:00pm on Monday, November 21, 2011.**  
Original copies must follow; submitted by regular mail.

*Electronic copies should be emailed to:*

[Jennifer.White@mdcourts.gov](mailto:Jennifer.White@mdcourts.gov)

The subject line of the email should indicate the grant type, the fiscal year, and project name, example: “*PPG FY12 Pilot Project*”

*Mailed copies should be directed to:*

Connie Kratovil-Lavelle, Executive Director  
Department of Family Administration  
Administrative Office of the Courts  
580 Taylor Avenue, 2nd Floor, A Pod  
Annapolis, Maryland 21401

**Technical Assistance**

For further information regarding this notice of funding or the application process, please contact Kelly Franks, Department of Family Administration, at (410) 260-1722.