

NOTICE OF FUNDING AVAILABILITY

Department of Family Administration Administrative Office of the Courts

SPECIAL PROJECT GRANTS - FY 2012

Issue Date: February 1, 2011

Applications Due: March 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 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.

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 Department of Family Administration (DFA) at the Administrative Office of the Courts (AOC) is requesting applications for Special Project Grants. Subject to the provision of funds for Fiscal Year 2012, grants will be awarded to applicable programs which increase access to justice and enhance the experience of families and children involved with Maryland's legal system.

Funding Priorities

For best consideration, applicants should demonstrate a need within the community to be served and that the project will provide services to meet that need that will be complimentary to those provided by the court.

Priority will be given to the continuation of projects currently funded through the DFA Special Project or TPR/Permanency Grants who are meeting their FY11 performance measures.

The Special Projects grant category funds a broad range of programs, including but not limited to, those in the following categories:

- Domestic Violence
- Juvenile Justice
- Foster Care
- Alternative Dispute Resolution

New projects will also be considered if the project:

- Promotes access to the family and juvenile justice system; and/or
- Establishes programs for court involved youth to reduce the rate of reoffending and /or to support compliance with court orders; and/or

Provides innovative family services that address unmet needs of litigants and their families; and/or
Enhances the court's ability to serve families and children.

Eligible Applicants

Eligible grantees include state and local courts and governments within the state of Maryland, non-profit organizations and institutions of higher education within the state of Maryland that work in collaboration with the courts to increase access to justice or enhance the experience of families and children involved with Maryland's legal system.

CASA grantees are eligible to apply for Special Projects grants. CASA grantees Special Project awards will be limited to funding requests for projects outside of the regular CASA advocacy activities. (Examples include: Collaborative training between CASA programs, Collaborative training with DSS, DJS, Children's Attorneys or other stakeholders, independent living skills training for older youth, etc.)

Applicants must show a collaboration with the court in the jurisdiction where services are to be provided and must submit letters of support from the appropriate court(s) in the jurisdiction(s) to be served.

For applicants who received AOC funding in the prior year (FY 11), all required reports and documentation must have been submitted prior to this grant's submission deadline.

Grant 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. Optional participation is also solicited from the following groups: the Maryland Legal Services Corporation, Problem Solving Courts, and the Mediation and Conflict Resolution Office.

For applicants previously funded by the AOC in the prior year (FY11), the following factors will be considered in addition to the grant application:

- program performance during previous and current funded years,
- progress towards meeting FY11 performance measures,
- compliance with financial and program reporting requirements, and
- compliance with reporting deadlines.

Final award determinations will be made based on the recommendations of the review committee.

Award Information

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. Funding decisions will be made by the end of May. Grantees will be notified in writing of changes to the project award based on the Judiciary's budget constraints. Grantees will be asked to submit an adjusted budget if the amount awarded did not

equal the amount requested, or otherwise upon request of the DFA.

Funding Cycle

All granted funds must be expended during the period from July 1, 2011 through June 30, 2012. No extensions will be granted.

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 reporting 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 Special Project Grantees are required to comply with quarterly reporting. Each program's reporting requirements will be developed by the DFA based on the program's goals and expected outcomes outlined in the program's application.

Financial

All Special Project Grantees are required to submit quarterly financial reports reflecting their expenditures for the quarter. Each 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 close of the quarter based on the following schedule:

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

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 Special Project Grant Guidelines for FY12. These Guidelines have been revised and all applicants are encouraged to review them in their entirety. 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 and letter(s) of support from the court in the jurisdiction where services are to be provided. Letters of support received after the application deadline will not be considered.

The Grant Application is posted at: 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, March 21, 2011.
Original copies must follow; submitted by regular mail. Original copies must be received by **March 31, 2011.**

Electronic copies should be emailed to:

Jennifer.White@mdcourts.gov

The subject line of the email should indicate the grant type, the fiscal year, and project name, example: "SPG FY12 Victim/Witness 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

Informational sessions will be provided to anyone seeking additional information regarding the application process. Attendance at the informational session is *not mandatory* and is offered as a supplement to the information included within this NOFA and the application.

Technical Assistance Meeting for all DFA Applicants:

February 14th at 1pm

Judicial Education Conference Center (JECC), Conference Room #2
2009-D Commerce Park Drive, Annapolis, Maryland 21401

Please contact Jennifer White at 410-260-1739 or Jennifer.White@mdcourts.gov to notify us if you plan to attend the in-person session or to request directions.

Web (Online) Meeting for SPG Applicants Only:

February 15th at 10am

Applicants interested in attending the web meeting should contact Jennifer White at 410-260-1739 or Jennifer.White@mdcourts.gov by February 11, 2011 to register for the session. The web sign-in and conferencing information will be provided after registration. No webcam or special computer software is needed to participate in this online technical meeting.

The web meeting will be recorded and posted on the DFA's grants page (www.courts.state.md.us/family/grantadmin.html).

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