



Judiciary Grant Procedures Manual

JUDICIARY GRANT PROCEDURES MANUAL

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GRANTS AWARDED BY THE JUDICIARY

The Maryland Judiciary (Judiciary) provides financial support for courts and court-related services through Grant Awards. Grants are awarded to local courts, state and local governments, non-profit organizations, and institutions of higher education to advance the Judiciary's mission. Grants may be funded through a variety of sources, such as state funds or federal grants.

Grant Awarding Departments (GADs) throughout the Judiciary provide management and oversight of their grant programs. Each GAD has a designated staff person who is responsible for grant administration. This staff person is the primary point-of-contact for grant-related matters concerning the GAD.

The Judiciary Grants Coordinator acts as a resource for grant-related matters, provides technical guidance and support, and oversees the processing of purchase orders (PO) for Grant Awards.

Master Grant Forms

Forms and documents have been created to meet the needs of GADs and grantees. The list of Master Grant Forms includes, but is not limited to, the following:

- NOFA (Notice of Funding Availability)
- Grant Application Cover Sheet with Instructions and Application
- Proposed Budget Workbook
- General Grant Conditions
- Special Grants Conditions
- Intent to Fund Email
- Grant Award & Acceptance Form (State Funded; with DUNS; Supplemental, Supplemental Date)
- Quarterly Progress Report Cover Sheet
- Financial Reporting Workbook
- Modification to Grant Purchase Order
- Grant Award Spreadsheet (Supplemental)

The Judiciary Grants Coordinator maintains the Judiciary's Master Grant Forms electronically on the Judiciary Grants shared drive. To ensure GADs are using the most recent version, forms should be downloaded from the shared drive, not from a personal computer or from sources previously used to create documents. GADs use these forms and follow the procedures outlined in this document when administering grants. In addition to following the Judiciary policies and procedures, projects funded by agencies outside of the Judiciary must comply with any additional statutes, regulations, guidance, and terms and conditions of the funding agency.

Maintaining the Uniformity of Judiciary Forms

Master Grant Forms are reviewed annually and updated as necessary by the Grants Team, which includes representatives from each of the GADs and the Judiciary Grants Coordinator. Updates are reviewed and approved by the Assistant State Court Administrator - Programs and the Assistant State Court Administrator - Operations. Final edits are distributed by the Judiciary Grants Coordinator to the Grant Awarding Departments. The Grant Awarding Departments distribute, to the grantees, updated General Grant Conditions, updated Special Grant Conditions, and other updated documents as necessary. Updated documents may be posted to the Department of Procurement, Contract & Grant Administration's (DPCGA) website.

(a) Pre-Award Funding Opportunity Development & Solicitation

GADs review Judiciary and program priorities, prior-year grant practices, annual budgets, guidance from Judiciary leadership, relevant rules, regulations, terms and conditions, and other criteria for funding in order to create funding opportunities.

(1) Funding Opportunity Announcement

The Funding Opportunity Announcement may be open and competitive, by invitation only, or targeted to specified categories of grantees. Each announcement includes the following:

- Notice of Funding Availability (NOFA)
- Grant Application Cover Sheet with Instructions and Grant Application Narrative
- Proposed Budget Workbook
- General Grant Conditions
- Special Grant Conditions
- Other materials deemed appropriate by the GAD

(2) Announcement and Application Documents Development

The Grant Awarding Department develops a packet of materials to include the following:

(A) NOFA

The notice announces the availability of funds from the Judiciary for initiatives and programs.

(B) Grant Application Cover Sheet with Instructions and Grant Application Narrative

The Grant Application Cover Sheet provides GADs with grantee information, the grant amount requested, the Data Universal Numbering System (DUNS)* number (if applicable), applicant organization personnel, and the authorizing signatures.

Additional information, such as Application instructions, a Summary of the Grant (50 words or less), the Grant Application Narrative, and forms needed to enable the GAD to make an informed Grant Award recommendation are included in the Grant Application packet. These forms may include requests for information such as a project statement, problems and solutions, performance indicators, as well as requests for additional materials (#6. Other Materials).

**DUNS is a proprietary system developed and regulated by Dun & Bradstreet that assigns a unique numeric identifier to a single business entity. The federal government uses the nine-character number to track how federal money is allocated.*

(C) Proposed Budget Workbook

The Proposed Budget Workbook provides GADs with budget information and justifications for funding requests.

(D) General Grant Conditions

The General Grant Conditions are Judiciary-wide grant terms and conditions providing information regarding grant administration. A current version is posted to the DPGCA website:

<http://www.mdcourts.gov/procurement/grants/pdfs/generalgrantconditions.pdf>

- (E) Special Grant Conditions
Special Grant Conditions supplement the Judiciary’s General Grant Conditions, providing more GAD-specific grant administration information, such as reporting deadlines and other requirements.
- (F) Other Materials
GADs may request additional materials, such as: letters of support, promotional or marketing materials, demographic information or statistical reports. Externally-funded projects may include terms and conditions of the original funding agency.

- (3) Announcement and Application Documents: Review and Approval
Each GAD implements an internal review process for NOFAs and other Application documents. Once the GAD’s internal review is completed, the documents are forwarded to the Appropriate Authority for review and approval.

Review by the Judiciary Grants Coordinator

Once approved, the GADs provide the Judiciary Grants Coordinator with the NOFA, Grant Application Cover Sheet with Instructions and Grant Application Narrative, Proposed Budget Workbook, Special Grant Conditions and other materials for final review.

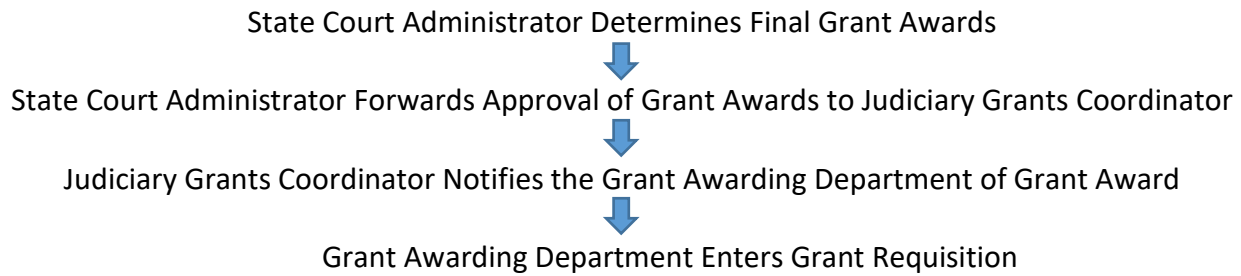
The Judiciary Grants Coordinator completes a review of the NOFA and related documents within 5 (five) business days of receipt and assigns a NOFA number. The NOFA number is added to the NOFA and related documents by the GADs, along with any updates. The approved NOFA and related documents may be posted to the DPCGA website.

- (4) Announcement and Application Documents: Providing Notice to Potential Grantees
NOFAs are announced and disseminated to eligible applicants through the following methods:
 - The Notice of Funding Availability may be posted on the Department of Procurement, Contract & Grant Administration web page. The GADs send an email with the completed NOFA and all related documents to the Judiciary Grants Coordinator with the notation of when to post the information. The Judiciary Grants Coordinator forwards an email to the Judiciary Webmaster with a request to post the NOFA and related documents to the DPCGA webpage. The GADs work directly with the Webmaster regarding specific webpage formatting. Non-competitive/targeted NOFAs may not be posted to the DPCGA web page.
 - The GADs provide email notification regarding NOFA postings to relevant court officials, current grantees, and other groups eligible to apply for funding, as applicable, to the grant program.

(b) Grant Award Determination

Summary: Grant Award Determination Flow





(1) Format of Submission

GADs provide applicants with instructions regarding proper forms and deadlines for submission of Grant Applications. Grant Applications are accepted electronically by GADs in the form of scanned PDF documents.

(2) Process of Receiving Applications

The GADs mark the Applications with the date received using a program such as Adobe Acrobat DC Pro or by manually adding a received date stamp to the document by text box or rubber stamp.

(3) Grant Review Process

Upon receipt, the GADs review the Applications to ensure the following basic threshold requirements have been met:

- The applicant is eligible to apply based upon the eligibility requirements in the NOFA.
- The Application was signed by both the Director/Administrative Authority and Financial Authority.
- The Application includes all required components: the signed Application Cover Sheet with additional Application information, and the completed Proposed Budget Workbook (proposed budget and the proposed budget justification).

Completed Applications are saved by the GADS on the Judiciary Grants shared drive. Applications may be reviewed by a Committee that generally includes at least three individuals. The role of the Committee is advisory only. Feedback provided by the Committee to the GAD may be considered when making Grant Award recommendations. Committee members will be responsible for identifying and disclosing any possible or apparent conflicts of interest that may arise during the grant review process and may not participate in any review processes if doing so might create a conflict of interest or the appearance of one. Committee members shall not benefit financially from any Judiciary grant-funded project or award. They may not serve as paid consultants or trainers to a grantee, nor may they bid on any grant-funded projects. The Judiciary Grants Coordinator participates in Committee meetings in an advisory capacity.

(4) Grant Award Determination

Once the Application review process is completed, the GAD and Judiciary leadership will follow their established internal processes for determining final recommendations for funding. The GAD enters each applicant's identifying information, along with the funding recommendations, into a Grant Award Spreadsheet located on the shared drive; including, but not limited to, the following:

- NOFA number - Assigned by the Judiciary Grants Coordinator and used to identify specific official notice of funding
- Application number - Assigned by the GAD and used to identify a specific Application
- Requisition number - Assigned in the General Enterprise and Resource Support (GEARS) system and created in the eProcurement module by the GAD
- Grant Award Number*/Purchase Order number - Assigned by the Judiciary Grants Coordinator and used to identify individual Grant Awards
- Applicant/Vendor - Name of the Applicant/Grantee Organization
- Court/Non-Court- Indicate “circuit” for circuit court applicants, “District” for District Court applicants; “non-court” for all other applicants.
- Institute of Higher Education/ Non-Profit/ State Gov’t/Local Gov’t/Other (Use Drop Down Menu) – Identifying information for type of entity receiving grant funding; drop down menu provided
- Vendor ID - Identifying information for Grantee stored in GEARS. GADs verify the Vendor ID with the Department of Budget and Finance (DBF). The Vendor ID is used to issue a purchase order.
- Federal Tax ID number (FEIN) - Number associated with the grantee organization
- County/Counties-Indicate county (counties) receiving funding/services.
- Funding Type- Judiciary indicates funding by the Judiciary. Other indicates a non-Judiciary funding source.
- Grant Award Period- XX/XX/XXXX – XX/XX/XXXX- Indicates the beginning and end of the Grant Award period.
- FYXX Actual Spent (3 years prior to request) - For renewal requests, this is the amount of funds spent in the most recently closed Grant Award.
- FYXX Actual Spent (2 years prior to request) - For renewal requests, this is the amount of funds spent in the most recently closed Grant Award.
- FYXX Previously Funded Project - For renewal requests, this is the amount of the most recent Grant Award.
- Request by Applicant- Amount of funds requested by the applicant
- Grant Award Amount/Department- Amount of funds recommended by the GAD
- Grant Award Amount/State Court Admin- Amount of funds approved by the State Court Administrator
- Department- Name of the Grant Awarding Department
- Program Manager- Name of the GAD point of contact for the grant program
- Contact Number- Telephone number for the GAD point-of-contact
- Summary of the Grant- Summary will be used on the Grant Award & Acceptance Form
- Difference Between the Committee’s recommendation and GAD’s recommendation- Brief explanation for the difference
- Program Notes- Additional comments by GADs

The completed Grant Award Spreadsheet is emailed by the GAD to the Appropriate Authority(s) for review, with a “cc” to the Judiciary Grants Coordinator. The Appropriate Authority(s) may request additional documentation as part of the spreadsheet review. The Appropriate Authority(s) may meet with GADs to discuss individual spreadsheets, specific grants, and GAD funding recommendations.

Based upon feedback from the Appropriate Authority(s), spreadsheets are edited and approved for processing. For State fiscal year grants awarded on an annual basis under the Programs Division, the reviewed spreadsheets are compiled into one spreadsheet for processing. For all other grants, spreadsheets are processed on an as-needed basis.

The Judiciary Grants Coordinator forwards the spreadsheet to the State Court Administrator, usually via email with a “cc” to the Appropriate Authority. If the State Court Administrator has any questions or concerns, the Judiciary Grants Coordinator may respond directly to the State Court Administrator or may refer the inquiry to the GAD and/or the Appropriate Authority to respond.

The State Court Administrator makes all final Grant Award decisions and forwards the approval of the spreadsheet to the Judiciary Grants Coordinator.

The Grant Award Number and the Grant Award Amount/State Court Admin columns on the spreadsheet are completed by the Judiciary Grants Coordinator. The Judiciary Grants Coordinator emails the spreadsheet to the GAD.

*Note: The Grant Award Number may be assigned by the Judiciary Grants Coordinator or chosen by the GAD (generally this number is also the purchase order number).

(5) Requisitions

Once the GAD receives the approved Grant Award Spreadsheet, the department enters a requisition into GEARS for each Grant Award, as appropriate. The following information should be included in the requisition:

The Requisition Name should contain the following:

- Appropriation Year funding
- Name of Grant Awarding Department (use Acronym)
- Name of Grant Award

Examples: AY20 OPSC Grant How Co
 AY20 MACRO G20CR0125G

The Description should contain the following:

- Appropriation Year funding
- Name of Grant Awarding Department (use Acronym)
- Name of Grant Award
- Name of Project Funded

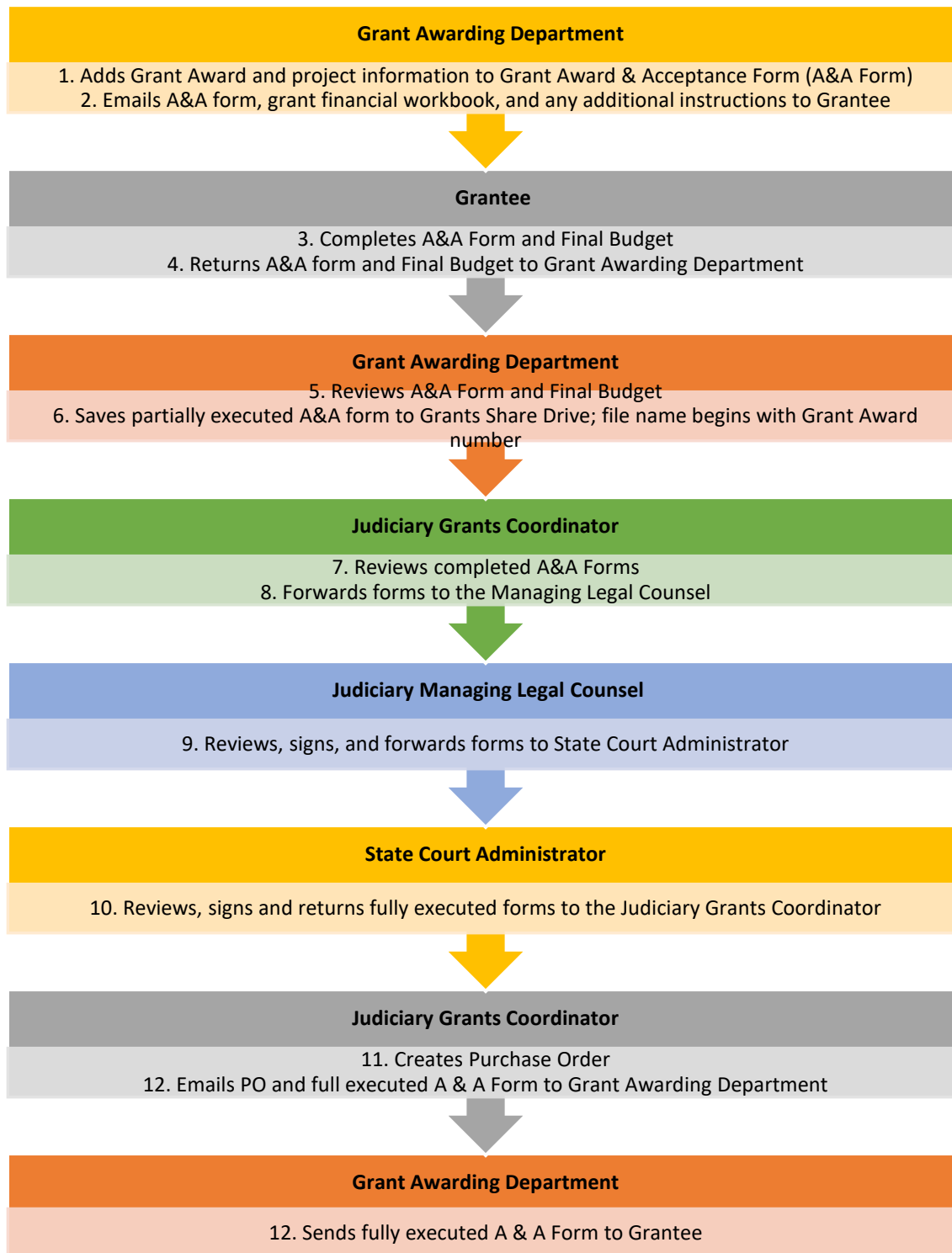
Examples: AY2020 OPSC Howard Co PSC
 AY2020 MACRO G20CR0125G

The GAD completes the Requisition and Vendor ID columns on the spreadsheet with the information from GEARS. GADs must validate the Vendor ID with the Department of Budget and Finance.

Once a Grant Award Number is assigned, GADs will rename the Grant Application electronic file names on the shared drive to include the Grant Award Number in the Application file name.

(c) Grant Award

Once the GAD receives the final award amounts approved by the State Court Administrator, the GAD notifies the grantees by using the Intent to Fund email and advises the grantees of the steps needed to finalize their Grant Award:



(1) Finalizing the Grant Award

The Judiciary maintains two documents as part of the grant awarding process:

(A) Grant Award & Acceptance Form

The form contains the following information:

- Grant Award Number
- Organization information, such as organization name and Vendor ID
- DUNS Number (if applicable)
- Program Name
- Grant Award Period
- Grant Award Amount
- Name of GAD
- Applicable Type of Grant
- NOFA Number
- Describe the Project - Summary of the Grant from the Grant Spreadsheet
- Budget Limitations (line item budget & total budget)
- Additional Terms of the Grant (if applicable)
- Signature of the Authorized Official for the Grantee
- Signature of Managing Legal Counsel – Approved for form and legal sufficiency
- Signature of the State Court Administrator – Approved for funding

(B) Purchase Order

Requisitions are entered into GEARS by the GAD for each Grant Award. Upon receipt of the executed Grant Award & Acceptance Form, the Judiciary Grants Coordinator creates the associated purchase order, if appropriate, using the Grant Award Number.

Once these two tasks are completed, the Judiciary Grants Coordinator provides the GAD with copies of the dispatched purchase order and the fully executed Grant Award & Acceptance Form by email. The GAD provides the Grant Award & Acceptance Form to the grantee. Purchase orders are used by the GAD as internal tools to track actual and anticipated expenditures.

The Grant Award & Acceptance Form with Application are attached to the Field User Access Page in GEARS.

(d) Grant Monitoring

Each GAD monitors the performance of its grantees, including the grantee's progress towards performance goals as well as the grantee's financial management.

(1) Progress toward Performance Goals

Each GAD determines the best way to monitor the programmatic performance of its grantees. This includes, but is not limited to:

- Progress Reports (Master Grant Form - Quarterly Reporting Progress Cover Sheet)
- Statistical Reports

- Phone Calls
- Site Visits
- Improvement Plans

(2) Financial Monitoring

Each GAD reviews all expenditure reports (Master Grant Form - Financial Reporting Workbook) to ensure that expenditures are allowable under the Judiciary General Grant Conditions and the GAD's applicable Special Grant Conditions. Each GAD has an internal process for reviewing and approving grantee funding drawdown requests and entering them into the Judiciary's financial management system (GEARS) for payment against the assigned purchase order.

(3) Supplemental Funds

When a request for supplemental funds is submitted by a grantee, the GAD reviews the recommendations to approve or deny the request. The Grant Award Spreadsheet (Supplemental) containing the request for supplemental funds is submitted for review and approval using the same process as the Grant Award Spreadsheet (II. D. Grant Award Determination). Once approved, the GAD completes the Supplemental Grant Award & Acceptance Form. The Grant Award & Acceptance Form is signed by the Authorized Official for the Grantee, and follows the original Grant Award & Acceptance Form approval process (III. A. Grant Award & Acceptance Form). If approved, the purchase order is increased by the DPCGA.

**The Grant Award period on federally funded grants can be extended. The GAD submits a Grant Award Spreadsheet (Supplemental Date) containing a request for extending the Grant Award period. Once approved, the GAD completes the Supplemental Grant Award Period Grant Award & Acceptance Form. The Supplemental Grant Award Period Grant Award & Acceptance Form is signed by the Authorized Official for the Grantee, and it follows the original Grant Award & Acceptance Form approval process. If approved, the Supplemental Grant Award Period Grant Award & Acceptance Form is attached to the purchase order by DPCGA.*

(4) Modifying the PO during the Fiscal Year

When a purchase order needs to be reduced, generally based upon an analysis of year-to-date expenditures and anticipated charges, the GAD completes and processes the Modification to Grant Purchase Order form to adjust the purchase order value.

GADs may complete the Modification to Grant Purchase Order form at any time during the grant period based upon the review of expenditures. The Modification to Grant Purchase Order form will be signed by the Program Director and/or Assistant State Court Administrator - Programs, then forwarded to the Judiciary Grants Coordinator. The Judiciary Grants Coordinator will adjust the purchase order accordingly, then email the updated purchase order with the Modification to Grant Purchase Order form to the GAD.

The purchase order may not exceed the Grant Award. Supplements to the Grant Award must be approved by the State Court Administrator and processed using an executed Supplemental Grant Award & Acceptance Form.

(e) Year-End Requirements for State-Funded Grants

(1) Accrual Report

GADs collect fourth (4th) quarter (April through June) reimbursement estimates from grantees in order to complete an accrual report for the Department of Budget and Finance to prepare for close out of the State fiscal year. A fourth (4th) quarter estimate form has been built into the Financial Reporting Workbook provided to grantees at the start of their grant. Grantees are instructed to submit estimates that are as accurate as possible *by the date indicated in the Special Grant Conditions*.

Near the end of the fiscal year, the Department of Budget and Finance asks GADs to submit an accrual report outlining the final payment amount for each open grant. DBF provides the GADs with the spreadsheets needed for this report, along with any instructions on how to complete the report and deadlines for submitting the information. The accrual report includes the purchase order numbers for all open grants.

(2) Purchase Order

At the end of the fiscal year, DPCGA works with the Department of Budget and Finance to reduce the purchase orders based upon the accrual reports submitted by each GAD (see A. Accrual Reports).

Once a purchase order is adjusted downward, the grantee may no longer be able to receive reimbursements up to the original Grant Award amount.

(3) Processing Final Grant Invoices for Payment

Generally, in May, DBF issues instructions and checklists with important information and deadlines for processing invoices and vouchers in GEARS for fiscal year-end. Invoices for the current fiscal year may be processed before a pre-determined cut-off date. Invoices processed after the cut-off date are labelled as an accrual payment with the accrual appropriation year (AY____). GADs consult with DBF to ensure accruals are correctly recorded.

Once GADs verify the completion of the financial and program requirements to ensure the grantee has met the terms of its grant, the final fourth (4th) quarter Grant Invoice is approved and submitted in GEARS. The fourth (4th) quarter Grant Invoice is marked Final Grant Invoice.

(4) Closing the Grant

Before closing a grant, GADs conduct a final review of their files (hard copy and electronic) to confirm they have a complete record of the grant on file, including the Application, the Grant Award documents, the purchase order, and all reports and invoices. If site visits were conducted, notes from the site visits should be included in the file. Once the final invoice is processed through GEARS, and the purchase order has been closed, the grant is considered to be closed. GADs maintain grant files for a minimum of five years and in accordance with the Judiciary Records Retention Schedule.

(5) Closing the Purchase Orders

After the final Grant Invoice has been submitted and the vouchers have been fully processed in GEARS, GADs use the PO Close Request report in GEARS to inform DPCGA that the purchase order is ready to be closed. Instructions for using this report can be found in the Tip Sheets section of the GEARS webpage on CourtNet:

<https://mdcourts.gov/gears/tipsheets92>

GADs monitor purchase orders and close them no later than six months after the end of the grant period.

GRANTS RECEIVED BY THE JUDICIARY

The Judiciary supports the efforts of all courts, Judicial Units, and departments within the Maryland Judiciary to apply for external grants (including Cooperative Agreements/Cooperative Reimbursement Agreements) to support programs and projects intended to enhance the basic operations of the Maryland court system, enhance and evaluate the services available to its constituents, and to advance the Judiciary's mission.

(f) Role of the Grant Administering Unit

The department that intends to apply for and administer the external grant fund is known as the Grant Administering Unit (GAU). The GAU shall be responsible for the day-to-day management of the grant project, including but not limited to:

- Notifying the Department of Procurement, Contract & Grant Administration, via an e-mail to the Judiciary Grants Coordinator, of the intent to apply for funding;
- Establishing a timeline to govern the development and submission of the Grant Application;
- Administering the grant according to the terms and conditions of the Grant Award; and,
- Performing grant close-out processes.

(1) Intent to Apply for Funding Notification

District Courts, circuit courts, departments within the Judiciary, and Judicial Units who intend to apply for funding for court-related programs/projects, shall provide notification, via an e-mail to the Judiciary Grants Coordinator. In addition, the applicants must follow their organization's grant policy when applying for external funds. Projects must be approved in writing by the appropriate Administrative Official(s) before a Grant Application can be submitted. Administrative Official(s) may include, but are not limited to: the Chief Clerk, the Clerk of the Court, the Court Administrator, the Division Assistant Administrator, the County Administrator, the County Executive, and the State Court Administrator.

Once approval is obtained, an e-mail containing the following information will be forwarded to the Judiciary Grants Coordinator:

[Insert Applicant Name] intends to apply (to use Judiciary resources) for the following external funding:

- Applicant Name- (Application shall be prepared and made in favor of the organization that meets the requirements as the funding agency and not the personal name of the office holder of the name of the program);
- Program for which funding is sought;
- Project Name;
- Contact Name;
- Contact Telephone Number;
- Contact E-mail Address;
- Title of the Grant Announcement;
- Grantor Name;

- Number of the Grant Announcement;
- Code of Federal Domestic Assistance (CFDA) Number;
- Application Submission Deadline;
- Funding Amount Requested from Grantor;
- Funding Amount Required from Grantee (Match);
- New Application or Renewal:
- Brief Narrative Summary of Proposed Project;
- Special Requests of the Judiciary (e.g., technical assistance in developing the Application, letters of support, use of Judiciary resources, etc.); and,
- Project has been reviewed and approved by.

The Contact is responsible for following up on all Special Requests included in the notification and for responding to any questions regarding the application.

The e-mail to the Judiciary Grants Coordinator serves as the notification to the Judiciary's Authorized Representative. The Authorized Representative is the individual, within the applicant organization, who is identified to give assurances, make commitments, and execute grant applications, Notice of Grant Awards, and other documents on behalf of the Judiciary as may be required by the grant maker. The signature of the Authorized Representative certifies that commitments made on grant proposals will be honored and ensures that the applicant agrees to conform to the grant maker's regulations, guidelines, and policies. The Chief Judge of the Court of Appeals has designated this role to the Director of Procurement, Contract & Grants Administration. When appropriate, the Chief Judge of the Court of Appeals may apply for and accept funds.

Applications should be submitted as follows:

- The District Court, departments within the Judiciary, and Judicial Units shall apply for funding using the Maryland Judiciary DUNS number with the assistance of the Judiciary Grants Coordinator.
- Circuit Courts shall apply through their county's external Grant Application process using the county's DUNS number.
- Circuit Courts, applying as the sole or principal grantee, shall apply using the Maryland Judiciary DUNS number with the assistance of the Judiciary Grants Coordinator. Funds may need to be sub-awarded to the county.

- (2) Establish a Timeline to Govern the Development and Submission of the Grant Application
The Grant Application Author (the subject matter expert tasked with developing the Application and content) establishes timelines to govern the development of the Grant Application. At a minimum, this includes the following:

(A) Needs Assessment

A Needs Assessment ensures the project is defensible, fundable and measurable;

- (B) **Assess Capacity to Administer Grant**
An assessment of the Judiciary’s capacity to administer a grant it may receive, in particular the availability of the staff and time commitments needed to fulfill the grant requirements, enables the GAU to determine if the grant is appropriate;
 - (C) **Establish Application Development Schedule**
In coordination with the Judiciary Grant Coordinator, an Application Development Schedule is established that allocates adequate time for:
 - (i) Review of the Grant Application and the proposed budget by the Appropriate Authority(s) and finance department;
 - (ii) Provision of an electronic copy of the approved Application and related documents to the Judiciary Grants Coordinator for review, at least five business days prior to the submission deadline, if applicable, to ensure the Application and documents comply with the Judiciary’s policies, the granting agency’s solicitation guidelines, the resource guides, financial guides, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
 - (D) **Submit the Application**
The Application is submitted to the Grantor, in coordination with the Judiciary Grants Coordinator, based upon submission requirements, such as Judiciary online grant management accounts, and/or submission of hard copy applications.
 - (E) **Distribute the Final, Approved and Signed Application**
A copy of the final, approved, signed Application is submitted to the Judiciary Grants Coordinator and other departments within the Judiciary as deemed appropriate. These include, but are not limited to: the Department of Budget and Finance, Department of Procurement, Contract & Grant Administration, the Department of Internal Affairs, Internal Audit & Fair Practices, in addition to the State Clearinghouse within the Maryland Department of Planning.
- (3) **Administer Grant According to the Terms and Conditions of the Notice of Grant Award (NGA)**
- (A) **Administrative Requirements**
Grant Administering Units shall administer the grants based upon the requirements of the awarding agency. These requirements include, but are not limited, to:
 - (i) **Accounting** – The recipient and sub-recipient are required to expend and account for funds in accordance with the organizations’ rules and procedures for expending and accounting for its own funds. The recipient’s and sub-recipient’s fiscal controls and accounting procedures must be sufficient to permit the preparation of reports required by the terms and conditions of the grant, and the grant program authorizing statutes; and for tracking funds to the level of expenditures necessary to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes.

- (ii) Personnel and Payroll - Applicants shall follow the Judiciary's established personnel, payroll, and time and attendance policies for Judiciary positions included in grant budgets. Grant-supported State Judiciary personnel shall adhere to the Judiciary Department of Human Resources Policy on Classification, Compensation, Reinstatement, Reassignment, and Transfer. Circuit Courts shall follow their respective county's written policies.
- (iii) Procurement – Applicants shall follow the Judiciary's procurement policies when acquiring equipment and services with grant funds. Circuit Courts shall follow their respective county's written procurement policies.
- (iv) Sub-Award – Applicants shall follow the current Judiciary Policy on Grants Administration when sub-awarding grant funds. Circuit Courts shall follow their respective county's written grant/sub-awarding policies.
- (v) Matching Funds– Applicants shall ensure that all matching funds required in the grant budget are requested through their Judiciary/Court budget, or that current budget funds have been identified to meet this need. Matching funds should be tracked and reported according to funding source requirements and according to the grant terms and conditions.
- (vi) Travel and Reimbursement – Judiciary employees shall follow the State Joint Travel Regulations Judicial Branch Travel Policy and non-Judiciary employees shall comply with the Terms and Conditions of the Notice of Grant Award.

(B) Grant Award Notification Documents

The Judiciary staff person who is referenced in the Notice of Grant Award as the Point-of-Contact, Project Coordinator, Program Manager or other title of responsibility, hereafter known as Grant Manager, shall ensure that the Department of Budget and Finance receives copies of all executed Notice of Grant Awards, terms and conditions, approved budget documents, and Notice of Grant Adjustments, upon receipt.

- (i) The Department of Budget and Finance shall assign a Program Cost Account (PCA) code to identify and track the grant. The Grant Manager shall be notified of this code and use it to identify all corresponding expenditures and payments.
- (ii) As required for grant acceptance, the Department of Budget and Finance shall process budget amendments with the State to have funds included within the Judiciary budget.

The Grant Manager shall provide the Judiciary Grants Coordinator copies of all Grant Award documentation, including, but not limited to: Notice of Grant Awards, approved budget documents, approved budget adjustments, and grant extensions. This applies to all grants related to courts, Judicial Units, and departments.

The Grant Manager shall ensure the Notice of Grant Award, and related documents, are distributed to other Judiciary offices, as deemed appropriate, including, but not limited to: Department of Internal Affairs – Internal Audit & Fair Practices.

Circuit Courts shall submit their Notice of Grant Awards to their county for review and acceptance. Copies of the executed NGAs should be submitted to the Judiciary Grants Coordinator.

(C) Grant File

The official grant file shall be maintained by the Grant Manager for a time period of not less than five years from the close of the grant, and in compliance with the terms and conditions of the Grant Award and the organization's record retention policy.

(D) Grant Reports

The Grant Manager shall be responsible for compiling program and statistical reports required by the grantor. Based upon the terms and conditions of the Grant Award, either the Grant Manager or the Judiciary Grants Coordinator shall submit the program and statistical reports to the grantor. The Grant Manager shall keep reports in the official grant file, in accordance with the terms and conditions of the Grant Award and the organization's record retention policy.

The Grant Manager will reconcile and compile financial reports required by the grantor. Based upon the terms and conditions of the Grant Award, either the Grant Manager or the Financial Point-of-Contact shall submit the financial reports and the requests for reimbursement to the grantor. The Grant Manager shall provide a copy of all completed and signed financial reports, requests for reimbursements, requests for funds, etc., submitted to the grantor, along with supporting documentation, to the Department of Budget and Finance Throughout the funding period and prior to submitting any financial reports and/or returning unspent grant funds, the Grant Manager shall reconcile its own internal financial grant records with the Department of Budget and Finance fiscal records, which capture grant expenditures and revenue. The Department of Budget and Finance records are the official records of the Judiciary and should always reconcile with program grant records. The Grant Manager shall keep reports in the official grant file in accordance with terms and conditions of the Grant Award and the organization's record retention policy.

Audits - The Grant Manager notifies the Judiciary Grants Coordinator of any grant-related audit activity or meetings, and sends a copy of all audit reports to the Judiciary Grants Coordinator when they are issued.

(4) Perform Grant Close-out Processes

The close-out process ensures that all invoices, reports, requests for reimbursements, and deliverables have been submitted to the grantor, and all revenue has been received by the Judiciary prior to the grant being closed.

All GAU expenditure and revenue records must be reconciled to the Fiscal Authority, as well as the Department of Budget and Finance, financial records at the time of close-out. Final progress, financial, and statistical reports are submitted in accordance with the close-out timeline stated in the terms and conditions of the Grant Award.

The official grant file is maintained by the Grant Administering Unit for a period of not less than five years from the close of the grant, in compliance with the terms and conditions of the Grant Award and with an organization's records retention policy.

DISCLAIMER

This procedure manual is intended to assist Judiciary personnel in the management of grants, but it is not intended to be a complete list of all rules, regulations or laws relating to grant administration. All respective Judiciary departments create and maintain internal processes that are used in conjunction with these procedures.