

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

NOTICE OF FUNDING AVAILABILITY

Child Support Incentive Funds Grants

Issue Date: January 3, 2012

Applications Due: February 15, 2012

General Information

As an entity that has a Cooperative Reimbursement Agreement with the Maryland Child Support Enforcement Administration (CSEA) and pursuant Title IV-D (Section 458) of the Social Security Act, the Maryland Judiciary receives Child Support Incentive Funds to support its enforcement efforts. These funds are received by the Judiciary annually; the amount to be received is calculated based on the performance of the Judiciary in carrying out the requirements of the CRA over a given federal fiscal year. All incentive funds are to be used for enforcement activities approved by the Secretary of Health and Human Services and in accordance with federal regulations detailed in OCSE-AT-01-04.

The Department of Family Administration (DFA) is requesting applications for Incentive Fund Project Grants. The DFA will be awarding incentive funds earned by the Judiciary in FFY09 and FFY10. Subject to the receipt of funds from the CSEA, grants will be awarded to programs that enhance the Maryland Judiciary's effectiveness in establishing and enforcing child support orders.

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 presently provided by the court. *Incentive Funds must be used to supplement, not supplant funds used by the State to carry out IV-D (child support) program activities.*

Category "A"

Incentive Funds may be used for the following activities:

- Privatizing and outsourcing of child support enforcement services;
- Improving automation capabilities;
- Creating public awareness projects;
- Developing programs and special projects;
- Establishing a performance incentive program to provide incentives for employees;
- Assisting in staff development; and
- Establishing community outreach programs and activities.

Category "B"

Other categories of programs that are considered "non-Title IV-D" that may still be eligible for funding upon the receipt of a written exception by the federal Office of Child Support Enforcement are set forth in OCSE-AT-01-04 and include, but are not limited to:

- Fatherhood programs;

- Education and job programs for non-custodial parents;
- Programs targeting incarcerated or putative fathers;
- Teen pregnancy programs;
- Parenting programs;
- Mediation or couples counseling, and
- Visitation issue resolution when linked to nonpayment of support.

These programs must also demonstrate a clear connection and collaboration with the Maryland Child Support Enforcement program.

Eligible Grantees

Eligible grantees include state and local governments within the state of Maryland, non-profit organizations and institutions of higher education within the state of Maryland that enhance the Maryland Judiciary's effectiveness in establishing and enforcing child support orders.

Grant Review

The Judiciary is committed to a fair and open process in awarding grants. Grant applications will be reviewed by the Child Support Incentive Fund Committee and Department of Family Administration staff. 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 by the CSEA. For applicants with projects that fall in Category "A," award letters will be sent in prior to the start of the funding period. Grantees will be asked to submit an adjusted budget if the amount awarded did not equal the amount requested, or otherwise upon request.

Applicants with projects that fall into Category "B" will require prior written approval of both the Maryland Child Support Enforcement Administration and the Federal Child Support Office before the award can be finalized. Applicants will be contacted by Department of Family Administration staff to complete the approval process. The award will not be finalized until the necessary approvals are received. Projects are advised that this approval process can be lengthy and may result in a delay of project start date. Projects in this category should plan for this possibility.

Funding Cycle

All granted funds must be expended during the period from July 1, 2012 through June 30, 2013.

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.

Modifications

Grantees may modify the grant budget between existing line items during the course of the fiscal year. The modifications must be submitted for review by the Department of Family Administration using the Budget Modification spreadsheet contained in each grantee’s financial workbook.

Projects seeking a modification that would result in a deviation of 10% of the overall budget or \$25,000, whichever is lower, or any commitments such as a new position or contract which is likely to impact future fiscal years, must be approved in advance of spending the funds. Grantees must submit modification requests in writing using the Budget Modification spreadsheet contained in their financial workbook. Expenditures that do not comply with the adjusted or approved budget will not be authorized until the Committee’s designee signs and returns a copy of the approved budget modification form to the grantee.

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.

Government grantees may *not* request funds to support costs associated with administering the grant award.

Reporting Requirements

Program & Financial

All grantees are required to submit quarterly financial and program reports reflecting their expenditures for the quarter and progress toward their program goals.

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 (Jan 1 thru Mar 31)	April 15
4 th Quarter (April 1 thru June 30)	July 15

All required reporting forms, will be provided to the grantee by email prior to the start of the funding period.

Information collected from the quarterly reports will be used to monitor funded programs and assist 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.

Personnel and Payroll Records

All grantees must follow their organization's payroll, personnel, and time and attendance policies for each position provided for by these grants. These policies must be in writing. Upon request, grantees must provide a copy of those policies.

Procurement

All grantees must abide by their organization's procurement and financial policies in expending grant funds. These policies must be in writing. Upon request, grantees must provide a copy of these policies. Grantees that do not have an established written procurement policy must establish one as a condition of the grant award. The Department of Family Administration staff will provide technical assistance as needed.

Goods and/or services purchased with grant funds shall remain in the ownership and liability of the grantee and the grantee shall assume responsibility for all routine equipment maintenance and/or replacement costs.

Grantees that use grant funds for contractual services must notify potential contractors that funds for the project originated from Child Support Incentive Funds provided to the Maryland Judiciary from the Maryland Child Support Enforcement Administration and that the terms of and conditions that accompany the grant award are part of the contract.

Grantees may not use grant funds to contract with any individual or entity that has been "debarred" by the Judiciary's Department of Procurement and Contract Administration or by any federal department or agency, appearing on the federal, "Excluded Parties List."

Accounting Requirements

Grant recipients may be subject to periodic management reviews or audits. Upon accepting a grant award, grantees agree to provide any authorized representative of the Judiciary's Internal Audit Department access to and the right to examine all records, papers, books, and documents related to the Judiciary grant.

Grantees must maintain full and accurate records of all financial transactions and accounts related to the grant-funded project for a minimum of three years after the grant period ends, and until audited, including requests for payment and receipts for expenses incurred, and timesheets for any salaries paid for with grant funds. These are subject to review by the Committee, DFA, the Judiciary Grants Coordinator, and/or the Judiciary Internal Audit Department, at any time.

Site Visits

Grantees may be subject to site visits by Committee members or DFA 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/project expenditures.

Acknowledgement of Support

All Grantees agree that any publication (written, visual or sound) issued by the Grantee describing projects funded in whole or in part with the Maryland Judiciary Grant Program funds shall contain the following statement: "This project is supported by a Child Support Incentive Fund Grant from the Maryland Judiciary, Administrative Office of the Courts, Department of Family Administration."

The DFA requests notification from grantees of any events (e.g. trainings, outreach events, volunteer appreciation events, etc.) that occur as a result of DFA grant funds received.

Applicable Guidelines

All grantees are required to comply with the Department of Family Administration's Child Support Incentive Fund Grant Guidelines. 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.

NOTE: The narrative portion of the application and the proposed budget are separate documents. Both documents must be signed and submitted by the deadline below.

Both the Narrative Grant Application and the Budget Application are posted at: www.courts.state.md.us/family/grantadmin.html.

Submission: The application must be submitted by regular mail and be received by the Department of Family Administration by the deadline below. When mailing, please be sure to allow sufficient time for your application to make its way from the main Judiciary mail room to our office. Two original copies are required by mail.

Deadline: Applications must be received at the DFA by:
4:30pm on Wednesday, February 15, 2012.

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

Mark the outside of the envelope, "CSIF Grant Application."

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.