



Special Conditions for Community Mediation Performance Grants

In addition to the conditions specified in the Judiciary's General Grant Conditions, the following conditions apply to all MACRO Community Mediation Performance Grants.

1. PURPOSE

Funds received through MACRO's Community Mediation Performance Grant Program are intended solely to provide general support for centers to assist them in operating within the ten-point model of community mediation. By signing the grant agreement letter, grantees are agreeing to use the grants funds only for that purpose.

The Ten Point Model of Community Mediation in Maryland

1. Train community members - who reflect the community's diversity with regard to age, race, gender, ethnicity, income and education - to serve as volunteer mediators.
2. Provide mediation and conflict resolution services at no cost or on a sliding scale.
3. Hold mediations in neighborhoods/communities where disputes occur.
4. Schedule mediations at a time and place convenient to the participants.
5. Provide mediation at any stage in a dispute.
6. Mediate community-based disputes that come from diverse referral sources, such as community organizations, police, faith-based institutions, courts, community members, government agencies, and the center's outreach activities.
7. Educate community members about mediation and conflict resolution.
8. Maintain high quality mediators by providing intensive, skills-based training, apprenticeships, continuing education and ongoing evaluation of volunteer mediators.
9. Work with the community in governing community mediation programs in a manner that is based on collaborative problem solving among staff, volunteers and community members.
10. Provide conflict resolution services to community members who reflect the community's diversity with regard to age, race, gender, ethnicity, income education, and geographic location.

1.1 Change of Purpose

Because of the nature of this funding model, centers do not need to request permission from MACRO for budget modifications, provided the use of the funds is for operating the center within the 10-point model. Centers may not use performance funds for activities that are not within the 10-point model,

nor may they submit a change of purpose request to use the funds for another purpose. Grant funds may not be used for religious, political or lobbying purposes.

2. REPORTING REQUIREMENTS

Grantees are required to report on progress toward their major goals, challenges and accomplishments and to provide statistical and financial information on a quarterly basis. For all MACRO Community Mediation Performance grants, these reports include:

- **Narrative report** - (download from www.mdcourts.gov/macro/guidelinesforms.) For the first through third quarters, grantees must use the Progress Report form. For the fourth quarter (or the last report, whichever comes first) grantees must use the Final Report Form.
- **MADtrac MACRO Summary Report** – April 1, 2015 to the end of the current period.
- **Financial report** – Excel Workbook will be provided to grantees at the start of the award. This form must be submitted even if no funds have been spent in a quarter.

All reports must be submitted electronically to MACRO and emailed to MACROgrants@mdcourts.gov by the due dates outlined below. Reports must be scanned PDFs of the signed hard copy reports, unless otherwise specified. The paper copies of the reports **DO NOT** need to be submitted. When a due date falls on a weekend or holiday, reports are due the next business day. MACRO will not release any grant disbursements to grantees if the required reporting forms have not been received, or have not been completed to MACRO's satisfaction.

Reporting Due Dates:

<u>Reporting Period</u>	<u>Report Required</u>	<u>Due Date</u>
July - September	Progress Report	October 31, 2015
October- December	Progress Report	January 31, 2016
January - March	Progress Report	April 30, 2016
April - June	Final Report	August 15, 2016

3. REQUESTING GRANT PAYMENTS

Grant funds are disbursed on a quarterly reimbursement basis. MACRO will reimburse grantees for the exact amount that has been spent each quarter. To receive each payment grantees must submit a quarterly report (see above) as well as the appropriate quarterly invoice from the financial workbook. Grantees who have spent 100% of their grant award, and their project is complete, may submit their Final Report and reimbursement request at any time prior to the August 15th deadline.

3.1 Advance Payment Option

Nonprofit grantees for which straight reimbursement will incur a financial hardship may request to receive the first 25% of their grant award in advance. To request this, grantees must contact MACRO, and submit an Advance Payment Request Form. If approved, grantees may submit the 1st invoice from the financial workbook on July 1st. All remaining payments will be made on a reimbursement basis.

Please note: this option is not available to courts and government agencies.

3.2 Spending Funds by the End of the Grant Period

MACRO grant funds *must* be spent or obligated by the end of the grant period. Grant funds are considered spent when payments for goods/services/salaries have been completed. Grant funds are considered obligated if the grantee has purchased and *received* goods/services/staff time on or before June 30th, but have not yet paid the invoice/staff paycheck. **Grant period extensions will not be**

granted. Grantees will only be reimbursed for funds they have spent prior to the end of the grant period. Please be aware that MACRO will monitor your financial reports throughout the grant period and may delay grant payments or reduce the amount of your total grant award if expenditures are significantly delayed or below budgeted levels.

Additionally, MACRO will ask all grantees to submit a fourth quarter estimate of how much the grantee anticipates spending by June 30th, as well as the amount of any funds they anticipate not spending. The form for this report is contained in the financial workbook provided at the start of the grant. Grantees will be asked to submit this form by June 15th.

4. EVALUATION AND DATA COLLECTION

Grantees are required to collect demographic and case-related information.

- *Case Information:* Centers are required to use the case management software MADtrac to collect, manage and report on their case and client-related data. (Demographic data is excluded from the requirement to use MADtrac.) MACRO will provide this software and any related updates to centers. Centers are required to ensure that they have adequate computers and software (such as Windows) to operate the most current version of MADtrac that has been provided by MACRO. Centers must submit a summary report of their case data to MACRO on a quarterly basis.
- *Demographic Data:* Centers are required to collect and report on demographic data for their mediators, clients, and staff and board – including age, gender, race, education level, and income. Centers may use either the MADtrac case management system or Excel to collect this data. Centers are required to report this data using either the MADtrac MACRO demographics report or the Excel demographics summary report provided on MACRO's website. Other reporting forms will not be accepted.

5. COURT REFERRED CASES

Since MACRO's funding comes from the court system, court cases referred to a community mediation center must be mediated at no cost to the participants in order for those cases to be counted toward the center's performance point score.

6. FUNDING AVAILABILITY

MACRO is committed to supporting community mediation centers in Maryland, subject to funding availability. MACRO's grant funds are state general funds approved by the legislature as part of the Judiciary's budget to support conflict resolution in several areas. Availability of grant funding is dependent on the state budget process among other factors. MACRO reserves the right to withhold, reduce or cancel a grant award based on the availability of funding, lack of performance, or for non-compliance with the Judiciary's General Grant Conditions as well as MACRO's Special Conditions for Community Mediation Performance Grants.

7. ACKNOWLEDGMENT OF MACRO SUPPORT

Grantees must agree to include the following acknowledgment on all published materials, reports or products (paper or electronic) created with MACRO grant funds: "Produced with support from the Maryland Judiciary's Mediation and Conflict Resolution Office."

Appendices

Point Score for Determining Performance Levels

Performance Levels	Point Range*
Start-Up Centers (Year 1)	n/a
Level I Center Intakes: 1-125 and Sessions: 1-25	1 - 200
Level II Center Intakes: 126-375 and Sessions: 26-75	201 - 600
Level III Center Intakes: 376-750 and Sessions: 76-150	601 - 1200
Level IV Center Intakes: 751-1500 and Sessions: 151-300	1201 - 2400
Level V Center Intakes: 1501-3000 and Sessions: 301-600	2401 - 4800
Level VI Center Intakes: 3001 + and Sessions: 601+	4801 +

***Point Scores:** Intakes are weighted at 1 point each and Sessions are weighted at 3 points each. A center's performance level is determined by their total point score.

Calculating the Grant Awards Parts I and II and III Combined

Please Note: Performance Grants awarded after July 1 will receive partial year funding

Performance Level	Part I Funds*	Part II Funds [†]	Part III Funds	Total Potential Grant \$(1+3) / \$(1+2+3)	Fundraising Requirement [‡]
Start-Up Center	\$25,000	\$0	\$0	<u>\$25,000</u>	None (10% Recommended)
Level I Center	\$15,000	\$5,000	\$8,000	<u>\$23,000 / \$28,000</u>	10% = \$2,300
Level II Center	\$15,000	\$5,000	\$15,000	<u>\$30,000 / \$35,000</u>	20% = \$6,000
Level III Center	\$15,000	\$5,000	\$35,000	<u>\$50,000 / \$55,000</u>	25% = \$12,500
Level IV Center	\$15,000	\$5,000	\$55,000	<u>\$70,000 / \$75,000</u>	30% = \$21,000
Level V Center	\$15,000	\$5,000	\$80,000	<u>\$95,000 / \$100,000</u>	35% = \$33,250
Level VI Center	\$15,000	\$5,000	\$110,000	<u>\$125,000 / \$130,000</u>	40% = \$50,000

* This table shows all centers receiving the maximum amount for Part I. Some centers may receive less than the full amount for this portion of their grant.

[†] Participation in Part II is optional. Only those centers that participate in Part II will receive funds for this portion of the funding model. Some centers may receive less than the full amount for this portion of their grant.

[‡] No funds that originate from the Maryland Judiciary, directly or indirectly, may be counted toward the required fundraising level. Start-up and first-year Level 1 centers are exempt from the fundraising requirement.

Community Mediation Referral Categories

Circuit Court - Civil: Any referral made from circuit court civil personnel.

Circuit Court - Family Division: Any referral made from circuit court family personnel.

Community Member: Refers to anyone who may have informed the participant about mediation who does not fall into the other categories. This may include a friend, family member, co-worker, neighbor, etc.

Community Organization: Refers to a geographically-based group such as a neighborhood association or home-owners association.

Correctional Facility: Refers to any referrals from a prison or detention facility.

Court Personnel - Pre-filing: Refers to any referrals made by court staff before the parties have filed a court case.

Criminal - Other: Any criminal referrals from judges, public defenders, clerks, etc.

Day of Trial (District Court): Any mediation done in court on the day of the trial.

District Court/Civil – Peace Order: All referrals (prior to day of trial) from the District Court for Peace Order cases.

District Court/Civil – Small Claims: All referrals (prior to day of trial) from the District Court for Small Claims cases.

District Court/Other: Includes all referrals from District Court personnel, clerks, judges, brochures, District court Docket website, public website, etc.

Former Client: Anyone who used the services in the past who is using them again, or if the participant calling was informed about the services by someone who used them in the past.

Government Agency: Any governmental agency other than police, courts, schools. This would include Department of Social Services, Parks and Planning, Department of Juvenile Justice, etc.

MHIC: All referrals from the Maryland Home Improvement Commission.

Non-profit Organization: Refers to non-profit organizations other than government agencies and other than geographically-based groups. These might include Legal Aid, YWCA, a family center, etc.

Outreach/publicity: Refers to an intake call which came from any outreach conducted by a program, including PSA's, brochures in public places, or presentations to groups.

Police: Any referral from the police.

Religious Institutions: Any referral made by the staff or members of a place of worship.

Schools: Any referral from school administration, teachers, etc.

State's Attorney's Office: Includes referrals from State's Attorneys made before the trial.

Website/Phone Book: Any referrals where the clients found the center through its website or phone book listing.