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MEDIATION AND CONFLICT RESOLUTION OFFICE (MACRO)
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FY2017 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

Community mediation is an important resource for the court, providing vital conflict resolution services to the District and Circuit Courts and at the neighborhood level, preventing violence and addressing the underlying causes of conflict in a manner that cannot be achieved in a courtroom. MACRO's goal in funding community mediation is to make mediation and conflict resolution services accessible and affordable to everyone in Maryland. MACRO's community mediation performance grant program is designed to ensure the achievement of that goal.

2. ELIGIBILITY

MACRO supports non-profit 501(c)3 and government based community mediation centers in the state of Maryland that meet the Ten Point Model outlined below. MACRO views these points as the definition of good community mediation and therefore requires centers to meet and continually improve their operations on each of the points in order to be eligible for funding under this program.

MACRO also supports community mediation centers that have diverse financial support. With the exception of Start-up centers and first-year Level 1 centers, centers must have raised a certain amount of funds in order to be eligible for funding under this grant program.

Funding under this grant program is provided on an invitation only basis. MACRO distributes invitations to community mediation centers each winter for funding in the following fiscal year. **Entities wishing to establish a new center MUST contact MACRO in order to receive an invitation.**

2.1 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.

3. OVERVIEW OF THE FUNDING MODEL

MACRO's funding model for community mediation contains four parts. Part I addresses how the center is meeting the 10-point model of community mediation. Part II, which is optional, challenges centers to work collaboratively with an identified population on a Targeted Long-Term Community Project. Part III contains seven performance levels with the aim of encouraging centers to work toward continually increasing the conflict resolution services provided to their communities. Part IV requires centers to raise additional funds corresponding to their performance level to ensure that centers have a diverse funding base.

Funding under this grant program provides community mediation centers with general operating support to assist them in meeting the ten-point model of community mediation. While centers are asked to submit a statement of their current fiscal year revenue and expenditures and a projected budget for the forthcoming fiscal year, applications for Community Mediation Performance Grant Funding are not reviewed on a financial need basis. Applications are instead evaluated on: a center's operations within the 10-point model, a center's work within their targeted long-term community project, their direct service performance (intakes, mediations or others conflict resolution sessions), and the amount of funds they have raised. The combined review of these factors will determine whether a center is 1) a community mediation center operating within the 10-point model and therefore is eligible for funding under this grant program; and 2) what level of funding the center is eligible to receive.

4. DETERMINATION OF PERFORMANCE LEVEL

MACRO funds community mediation centers at seven performance levels - Start-up, and Levels 1, 2, 3, 4, 5, and 6. Each performance level is worth a pre-determined dollar amount. See the chart in the appendices for specific performance funding levels. A center's performance level is determined by the number of intakes, mediation sessions, and other conflict resolution sessions conducted by the center during the immediate past 12 month performance cycle (April 1st to March 31st). Only data from cases that closed during this period can be counted. Data from cases that remain open on April 1st will count toward the next year.

Each intake is worth 1 point and each session is worth 3 points. A center's total performance point score is what determines their performance level. Community-based multi-party conflict resolution sessions (i.e. large group facilitation, community conferencing) count the same as a regular mediation, however, intakes and sessions from these conflict resolution processes can only count for up to a maximum of 20% of a center's final performance score. *Please note that a center's final funding level is also affected by the amount of fundraising it has completed.*

5. FUNDRAISING REQUIREMENT

All applicants, with the exception of Start-Up grants and first-year Level 1 centers, **must** have raised outside funds in order to be eligible to receive funding under MACRO's Community Mediation Performance Grant program. Each performance level has a specified fundraising requirement that corresponds to that level. (See the chart in the appendices for the specific amounts.) Centers must have raised the required amount within the immediate past 12 month performance year – April 1st to March 31st. **Center's that have not raised the corresponding funding amount that is required for their performance level will be funded at the performance level that is consistent with the amount of funds they have raised.** For example, a center that has raised \$8,000 in matching funds, would be considered a Level 2 center, even if their performance score would place the center at a higher level. *In extraordinary circumstances, MACRO may wave this requirement.*

5.1 Sources for Fundraising

A center's fundraising can come from grants, fund-raising efforts, fee-based services, contributions from government agencies, or other sources. In-kind contributions cannot be used to meet the requirement. **Additionally, no funds that originate from the Maryland Judiciary, directly or indirectly, may be counted toward the required fundraising level.** All reported funds raised must have been raised for the purpose of supporting the center's community-based mediation and conflict resolution activities. Restricted grants and gifts are allowed to be counted, provided that the funds are consistent with this purpose. Funds raised for a parent organization or agency may not be counted unless those funds were/will be used for benefit of the community mediation center.

6. RESTRICTIONS ON USE OF FUNDS

MACRO's Community Mediation Performance grants are intended solely to provide general operating support to assist centers in providing community-based mediation and conflict resolution services according to the ten-point model of community mediation. Grant funds are unrestricted within that purpose. Grantees may move any amount of their approved budget without prior approval from MACRO when the use of funds is for operating the center based on the ten-point model. **If a modification adds a new line item to the budget, grantees must consult with MACRO.** 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.

7. APPLICATIONS FROM NEW/ START-UP CENTERS

Entities wishing to establish a new community mediation center **MUST** contact MACRO first in order to receive an invitation to apply. The committee's initial priority in reviewing start-up applications will be to determine how closely the startup center's operating philosophy, organization, by-laws, and other supporting documents reflect MACRO's ten-point model for community mediation. Priority will

be given to service areas that have no existing community mediation programs at the time of application.

If two or more groups apply for funding to serve the same geographic area, or if an organization applies to serve an area already served by another center (generally, this could be a county or metropolitan area), MACRO will consider the proposal and if appropriate, initiate and participate in a collaborative process with the intention of helping all participants to find an organizational outcome that best serves the community and the goals of community mediation.

New centers requesting a start-up grant need to complete Section I of the application as much as they can, with particular emphasis on goals and implementation plans. We recognize that most new centers will not have a performance history, or be able to discuss their activities for the past year. Instead, these applicants should use the points/questions to demonstrate how the new center intends to operate within the 10-Point Model going forward. The application should also discuss the work that has already been done to begin to establish a new community mediation center. In addition, start up centers must also complete Sections IV (Financials) and V (Supplemental Materials). Start-up applications and first-year Level 1 centers are exempt from the fundraising requirement.

Start-Up grants are worth up to \$25,000 and may be submitted, upon invitation, at any time in the fiscal year if MACRO has funding available.

8. 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** – For quarters 1, 2, and 3 this is the Quarterly Report form. For the fourth quarter, grantees must submit both the Quarterly Report and the Year-end Summary forms. Both forms can be downloaded from the MACRO page on the Judiciary’s grants website: <http://mdcourts.gov/procurement/grants/>
- **MADtrac MACRO Summary Report** – April 1, 2016 to the end of the current period.
- **Financial report** – An Excel workbook will be provided to grantees at the start of the award. The financial report consists of the appropriate quarter’s detail expenditure report and invoice. The detail report 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 compiled into a single PDF file. DO NOT submit paper copies of the reports. 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, 2016
	October- December	Progress Report	January 31, 2017
	January - March	Progress Report	April 30, 2017
	April - June	Final Report	August 15, 2017

9. 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.

9.1 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 will receive an alternate financial workbook. Grantees with this workbook may submit the first invoice on July 1st. Grantees under this payment option are still required to submit all four quarterly reports. All remaining payments associated with the quarterly expenditures will be made on a reimbursement basis. MACRO will hold the final 10% of the grant amount until the final report is submitted. The alternate financial workbooks are designed to hold this amount automatically. **Please note: this option is not available to courts and government agencies.**

9.2 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.

10. 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, 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 by MACRO. Other reporting forms will not be accepted.

11. COURT REFERRED CASES

Since MACRO's funding comes from the court system, any 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.

12. FUNDING AVAILABILITY/LACK OF PERFORMANCE/NON-COMPLIANCE WITH TERMS

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.

13. 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."

14. CONTACT INFORMATION

If at any time before, during or after your grant period, you have questions about your grant or the terms contained in the General Grant Conditions or these Special Conditions, please contact MACRO.

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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.