



Special Conditions for the Federal Subgrants Risk/Need Pilot Program

In addition to the conditions specified in the Maryland Judiciary, Administrative Office of the Courts, [General Grant Conditions](#), the following conditions apply:

1. The Maryland Judiciary, Office of Problem-Solving Courts administers grant funds on behalf of the Judiciary, appropriated by the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance (Opportunity ID: O-BJA-2021-4600).
2. Funding Cycle is October 1, 2023, through September 30, 2025.
3. Award amount for the project is based on funding for Award Number 15PBJA-21-GG-04205.
4. There are no match requirements.
5. Time and Attendance reporting: The grantee shall adhere to §200.430 Compensation—personal services when expending, recording and reporting grant funds.
6. Travel: Grantee shall adhere to formal written travel policies when expending grant funds. If the grantee does not have such policies, the grantee will adhere to the Judiciary’s State Joint Travel Regulations.
7. Indirect Costs are not allowed in this subgrant.
8. Reporting
 - a. Progress Reporting
 - i. Grantees are required to report progress toward goals in time and task plan. The reports to due to OPSC quarterly as indicated below:

Reporting Period	Report Due Date
1 st Quarter (Oct 1 thru Dec 31)	January 30
2 nd Quarter (Jan1 thru Mar 31)	April 30
3 rd Quarter (April 1 thru June 30)	July 30

4th Quarter (July 1 thru Sept 30) October 30

b. Financial

- i. Funds will be distributed on a reimbursement basis upon submission of a Request for Payment along with supporting documentation (progress report, financial report, time and attendance reports, activity log, etc.) based on the activity. Requests for payment shall be made quarterly based on the schedule below:

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

c. Report Submission Requirements

All reports (financial and progress) must be submitted electronically to the OPSC, emailed to Richard.Barton@mdcourts.gov by the due dates outlined.

9. Budget Modifications

Budget Modifications are available to the grantee to allow for budget adjustments among existing categories and to offer an opportunity to add new eligible activities during a given fiscal year based on the federal award. All modifications must be pre-approved in writing by the Office of Problem-Solving Courts before any work can be initiated.

10. Grantee Contacts

Grantees are responsible for ensuring that OPSC is provided with accurate and up-to-date contact information for their program. This includes an email address, as the OPSC sends many important grant announcements by email.

11. Grant Monitoring

The site visits exist to verify compliance with the grant conditions. There are two types of site visits. Site visit type one shall evaluate the fiscal administration of the grant. Site visit type two shall evaluate the direct services, and operational components of the program based on best practices, state and national research on the problem-solving court models.

Staff will follow-up with grantees as needed to address incomplete reports, gather additional information and

A Grant Monitor will be assigned to your project based on subject matter expertise. Contact your Grant Monitor with all program-related concerns.

Richard Barton Richard.Barton@mdcourts.gov 410-260-3617
Director

Brenda Stansbury Brenda.Stansbury@mdcourts.gov 410-260-3559
Program Manager-Grants - Workbook, Financial Reporting

5. Contact Information

A. Grantee Contacts

Grantees are responsible for ensuring that OPSC is provided with accurate and up-to-date contact information for their program. This includes an email address, as the OPSC sends many important grant announcements by email.

B. OPSC Contact Information

Unless otherwise indicated, all grant communications with the OPSC should be sent by email to: OPSC.Grants@mdcourts.gov