

**Barry Weissman**

**From:** MACRO Grants <MACROgrants@mdcourts.gov>  
**Sent:** Friday, May 29, 2020 12:32 PM  
**To:** ramonabuck@gmail.com  
**Cc:** Barry Weissman; Cynthia Jurrius; Maryland Council for Dispute Resolution (MCDR)  
**Subject:** Official MACRO Grant Award Notice - Grant # G21CR1925G  
**Attachments:** G21CR1925G Award Acceptance - MCDR.docx; 2-FY21 Financial Workbook MACRO-Straight Reimbursement.xlsx



## Administrative Office of the Courts

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### Programs Division

May 29, 2020

Ramona Buck  
Maryland Council for Dispute Resolution (MCDR)  
10319 Westlake Drive, Suite 247  
Bethesda, MD 20817  
*via email to:* ramonabuck@gmail.com

Re: Grant Award # G21CR1925G

Dear Ms. Buck:

As the Judiciary prepares for fiscal year 2021 during these challenging and uncertain times, our intention is to continue to support the courts and our justice partners to the maximum extent of our ability. The Judiciary's fiscal year 2021 grants budget was reduced during this year's General Assembly session, and there is the potential for additional reductions during the year due to the current health emergency. While acknowledging the uncertainty of the fiscal year 2021 budget, it is the intention of the Maryland Judiciary, Mediation and Conflict Resolution Office (MACRO), to award the Maryland Council for Dispute Resolution (MCDR) a grant in the amount of \$3,700 based on the application submitted through the Conflict Resolution Grant Program.

As stated in the Judiciary's [General Grant Conditions](#), Section 4, this award is contingent upon the availability of funds in the Judiciary's budget appropriation, and the Judiciary reserves the right to change the amount awarded based on the availability of funds. All grantees should be aware of the potential for reductions to awarded amounts at any point during the funding period.

By accepting this grant award and signing the attached Grant Award and Acceptance Form, you are agreeing to abide by the requirements contained in both the Judiciary General Grant Conditions and the Special Conditions for Conflict Resolution Grants. Please ensure that these funds are managed in accordance with the requirements contained therein.

Both the General Grant Conditions and the Special Conditions can be found on the Procurement & Grants Department webpage, or by linking from this email:

[Judiciary's General Grant Conditions](#)

[Special Conditions for FY21 Conflict Resolution Grants](#)

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To receive your award, please follow these steps:

**Step 1: Grant Award & Acceptance Form --- Due by June 12, 2020**

- **Download** the attached Grant Award and Acceptance Form. Complete the budget section on page 1. Make sure the amounts match your final budget in step 3 below.
- **Print and sign** the form. This form must be signed by your organization's Executive Director, Agency Head, or other authorized official.
- **Scan and save** the document as a PDF and include your grant award number in the file name.
- **Email** the signed form to: [MACROgrants@mdcourts.gov](mailto:MACROgrants@mdcourts.gov)

**Step 2: *Non-profit Grantees Only.* (All others, skip to Step 3.)  
Requesting Alternate Disbursement Method – Due by June 12, 2020**

- Non-profit organizations for whom payments on a straight-reimbursement basis would be a financial hardship may request to receive their grant payments according the Alternate Disbursement option. This option allows non-profit organizations to receive 25% of their grant award at the start of the award period, with the remaining payment(s) being straight reimbursement. Please note, advance invoices cannot be submitted until July 1<sup>st</sup>, and the Judiciary will not begin to process FY21 invoices until after July 15<sup>th</sup>. All payments will take the Judiciary/State of Maryland approximately 4-5 weeks to process.
- **If you wish to request this option, please complete the attached Alternate Disbursement Form and email it to: [MACROgrants@mdcourts.gov](mailto:MACROgrants@mdcourts.gov).** If we do not receive this form, your grant will be processed on a reimbursement basis.
- *Note: County agencies and institutions of higher education are not eligible for this option and therefore will not receive this attachment.*

**Step 3: Financial Information Form and Final Budget --- Due by June 12, 2020**

- **Download the attached Financial Workbook.** This workbook will be used to track and report the financial expenditures of your grant award.
- **Complete the Financial Information Tab.** Record your organization name and the address where you receive payments. This information will auto-populate your invoice(s) later. Your grant award number and your vendor number can be found on the attached Grant Award and Acceptance Form.
- **Complete the Budget Tab.** Enter your final detailed budget on this tab. The budget you enter must match the summary budget that appears on your Grant Award and Acceptance form.
- **Save** the workbook with a file name using your organization name and grant number.
- **Email** the workbook to: [MACROgrants@mdcourts.gov](mailto:MACROgrants@mdcourts.gov)
- **MACRO will finalize your workbook and send it back to you. It is important that you save and use the finalized version to track your grant expenditures.**

You should expect to receive your finalized grant awarding documents approximately two weeks after we receive your signed Grant Award and Acceptance Form.

We understand that some grantees may have difficulty scanning and signing. If you have these, or any other difficulties with the steps outlined above, please contact us and we will assist you in working out a solution.

We look forward to working with you in the coming year. Please do not hesitate to contact me or Alecia Parker at [MACROgrants@mdcourts.gov](mailto:MACROgrants@mdcourts.gov) or by phone at 410-260-3540, if you have any questions.

Sincerely,

Cynthia Jurrius  
MACRO Director

Alecia Parker  
Grants and Strategic Initiatives Director

Cc by email: Financial Contact: Barry Weissman <[barry@financialsofdivorce.com](mailto:barry@financialsofdivorce.com)>



**Mediation and Conflict Resolution Office (MACRO)**

Administrative Office of the Courts

187 Harry S. Truman Parkway

Annapolis, MD 21401

P > 410-260-3540

E > [MACROgrants@mdcourts.gov](mailto:MACROgrants@mdcourts.gov)

Administrative Office of the Courts  
 Mediation and Conflict Resolution Office (MACRO)  
 187 Harry S. Truman Parkway, Annapolis, MD 21401  
 NOFA #: N21-0006-25G



**FY2021 CONFLICT RESOLUTION PROJECT GRANT**  
**Application Cover Sheet**

[For all conflict resolution grant requests regardless of amount.]

Organization Name: Maryland Council for Dispute Resolution

Office/Department/Unit (if applicable):

Program Name (if different):

Address: 10319 Westlake Drive, Suite 247

City: Bethesda

State: MD

ZIP: 20817

Federal Employee Identification Number (FEIN): 91-2041897

DUNS # (if applicable):

Amount Requested: \$ 7,400.00

Matching Funds: \$  
 (if applicable)

Applicant Organization Personnel	Name	Phone Number	Email
Administrative Judge/ Organization Director:			
Court Administrator/ Administrative Clerk:			
Project Manager:			
Project Finance Manager:			

**Authorizing Signatures**

By signing below, the applicant agrees to abide by all terms of the Maryland Judiciary's General Grant Conditions as well as the terms of the FY2021 Special Grant Conditions for Conflict Resolution Projects.

Director/Administrative Authority:

Financial Authority:

*Ramona Buck*  
 Signature

*Barry M. Weissman*  
 Signature

Printed Name  
 Ramona Buck

Printed Name  
 BARRY M. WEISSMAN

Printed Name

Certification Committee Co-Chair  
 Title

3/24, 2020  
 Date

TREASURER  
 Title

3/23/2020  
 Date

Please compile your application into one PDF document and submit your application to:  
 [Redacted] by



**GRANT AWARD & ACCEPTANCE FORM**

**Grant Award Number:** G21CR1925G  
**Organization:** Maryland Council for Dispute Resolution (MCDR)  
**Vendor ID:** 7598  
**Program Name:** Mediator Observation and Feedback  
**Grant Award Period:** 7/1/2020 - 6/30/2021

<b>Grant Award Amount:</b>	\$ 3,700
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The Administrative Office of the Courts Mediation and Conflict Resolution Office, in accordance with the terms of the *Conflict Resolution Project Grants* Notice of Funding Availability (NOFA) #N21-0006-25G awards a grant to the Maryland Council for Dispute Resolution (MCDR) for the purpose summarized below.

**Summary of the Grant:** Funding to support mediator quality assistance through one or more observation and feedback role-play days.

*This Grant Award incorporates all the information, activities, and assurances contained in the grantee's application.*

*This section is to be completed by the Grantee:*

Please enter your final budget amounts in the table below, based on the Grant Award Amount listed above and the Proposed Budget submitted with your application. Category totals must match the final budget outlined in your financial workbook. Do not add budget categories.

**Budget Limitations, if any:** None.

<b>Personnel</b>	<b>0</b>	<b>Travel/Training</b>	<b>\$850.00</b>
<b>Consult/Contract</b>	<b>\$2,400.00</b>	<b>Other Direct Costs</b>	<b>0</b>
<b>Equip/Software</b>	<b>0</b>	<b>Indirect</b>	<b>0</b>
<b>Supplies</b>	<b>\$450.00</b>	<b>Total Award</b>	<b>\$3,700.00</b>

Continued on next page.

**Award and Acceptance Form – Page two**

Conflict Resolution Project Grant

Grant Award Number: G21CR1925G

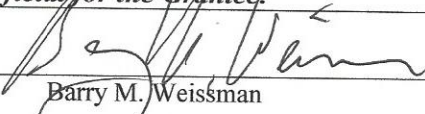
Organization: Maryland Council for Dispute Resolution (MCDR)

Program Name: Mediator Observation and Feedback

*This section is to be completed by the Grantee:*

*This Grant Award is subject to the General Grant Conditions and the Special Grant Conditions for Conflict Resolution Project Grants. By signing below, the grantee agrees to accept the grant and abide by all terms contained in both the General Grant Conditions and Special Grant Conditions for Conflict Resolution Project Grants.*

**Authorized Official for the Grantee:**

Signature:	
Name (printed):	Barry M. Weissman
Title (printed):	Treasurer, Executive Committee of the Board of Directors
Date:	06/04/2020

**FOR THE ADMINISTRATIVE OFFICE OF THE COURTS**

*Approved for form and legal sufficiency by:*

Signature:

Name (printed): Stephane J. Latour

Title (printed): Managing Legal Counsel

Date:

*Approved for funding by:*

Signature:

Name (printed): Pamela Harris

Title (printed): State Court Administrator

Date:

**Grant Awarding Department Contact: Alecia Parker, Grants and Strategic Initiatives Director**

**By Email: [alecia.parker@mdcourts.gov](mailto:alecia.parker@mdcourts.gov)**

**By Phone: 410-260-3544**

**Administrative Office of the Courts**  
**Mediation and Conflict Resolution Office (MACRO)**  
187 Harry S. Truman Parkway, Annapolis, MD 21401



## REQUEST FOR ALTERNATE DISBURSEMENT

<b>Grant Award Number:</b> G21CR1925G	
<b>Organization Name:</b> Maryland Council for Dispute Resolution	
<b>Award Period:</b> 07/01/2020 – 06/30/2021	
<b>Award Amount:</b>	<b>\$ 3,700.00</b>

The Judiciary's standard grant payment method is straight reimbursement. Nonprofit organizations for whom this would be a financial hardship may request to receive their grant payments according to the Alternate Disbursement option. This option allows organizations to receive 25% of their grant award as an advance at the start of the award period, with the remaining payments being straight reimbursement. Grantees must submit for reimbursements on a quarterly basis, according to the reporting schedule outlined in the Special Conditions for Conflict Resolution Project Grants or the Special Conditions for Community Mediation Grants. The final 10% of the grant award amount will not be disbursed until the grantee's Final Report is received and approved by MACRO.

On behalf of Maryland Council for Dispute Resolution, I hereby confirm that receiving grant payments on a straight reimbursement basis will be a financial hardship to my organization. I, therefore, request to receive our grant payments according to the alternate disbursement option.

Barry M. Weissman

06/04/2020

Name

Signature

Date

Treasurer

Title

Submit completed request forms as a PDF to [MACROgrants@mdcourts.gov](mailto:MACROgrants@mdcourts.gov).

<b>Office Use Only:</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not approved
Signature:	