

Administrative Office of the Courts

ACCESS TO JUSTICE DEPARTMENT
2001 E/F COMMERCE PARK DRIVE
ANNAPOLIS, MARYLAND 21401



Special Conditions for FY2019 Maryland Access to Justice Grants

The following additional conditions apply to FY2019 Maryland Access to Justice Grant(s).

1. Funding Period

The grant period is for one year from July 1, 2018 until June 30, 2019. Grantee(s) must reapply for grant funding for subsequent years. Grants awarded for Fiscal Year 2019 will support program needs from July 1, 2018 through June 30, 2019. All funds must be expended within this time period.

2. Scope of Program

The Access to Justice Department will entertain proposals to fund three types of programs to enhance the courts' ability to provide meaningful access to justice:

- a. *Limited Scope Representation.* Programs that provide access to a lawyer for a limited scope as defined by the Maryland Rules. Funded programs will successfully engage members of the private bar either through pro bono service or on a reduced fee basis.
- b. *Volunteer Lawyer of the Day Programs.* Programs that provide access to a pro bono lawyer on the day of court for case types where such representation is appropriate including consumer and rent or other housing cases.
- c. *Court Concierge Initiatives.* [Circuit Court applicants only]. Programs that provide staffing, signage and/or technology to assist court visitors, manage the flow of people in court buildings, and aid individuals to quickly and efficiently accomplish court business.

3. Special Application Instructions [Circuit Court Applicants Only]

Applications for Court Concierge Initiatives (Item 2(c), above) will be considered for one year funding only, with the possibility of renewal for a maximum of two additional years. Court application narratives must include a plan for how the court expects to continue the initiative after the expiration of the grant. All court applications must be signed by the County administrative judge.

4. Program Goals and Evaluation

Successful applicants will work with the Access to Justice Dept. to set goals and benchmarks for the program, and to identify data to be collected. Grantees may be required to participate in evaluation studies as determined by the granting department.

5. Grant Reporting Requirements.

The Access to Justice Department will forward forms and spreadsheets by email to be used to produce quarterly financial and program reports and to prepare requests for payment. Reporting forms will be cumulative Excel Workbooks personalized for each grantee. All reports (financial and program/statistical) must be submitted electronically to the Access to Justice Department, emailed to atigrants@mdcourts.gov, with a copy to the assigned grant manager, by the due dates outlined below. Reports must be scanned PDFs of the signed hard copy reports. 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.

a. Program & Statistical Reporting.

(1) Programs are required to report on progress toward specific project goals and provide statistical information on a quarterly basis.

(2) Specific program and statistical reporting requirements, including required reporting forms, will be provided to grantees by email prior to the start of the funding period. Reporting forms will be cumulative Excel Workbooks. Partial or incomplete reports will not be accepted. Reports submitted on forms other than those provided by the Access to Justice Department for FY19, will not be accepted.

b. Financial Reporting

(1) Programs are required to provide signed expenditure reports and grant invoices on a quarterly basis. These documents must be submitted by the due dates outlined below, even if the grantee did not expend any funds during the quarter.

(2) Specific reporting requirements, including required reporting forms, will be provided to the grantee by email early in the funding period.

6. Financial Reporting

Quarterly financial reports, program reports and requests for payment are due by the 15th day after the close of the quarter.

Report	Due
1st Quarter (July 1 thru Sept 30)	October 15
2nd Quarter (Oct 1 thru Dec 31)	January 15
3rd Quarter (Jan1 thru Mar 31)	April 15
Estimate of Remaining Funds	June 15
4th Quarter (April 1 thru June 30)	July 15