

Administrative Office of the Courts

ACCESS TO JUSTICE DEPARTMENT

187 HARRY S. TRUMAN PARKWAY

ANNAPOLIS, MARYLAND 21401

NOFA #: N21-0010-26N



Special Conditions for FY2021 Maryland Access to Justice Grants

The following additional conditions apply to FY2021 Maryland Access to Justice Grant(s).

1. Funding Period

The grant period is for one year from July 1, 2020 until June 30, 2021. Grantee(s) must reapply for grant funding for subsequent years. Grants awarded for Fiscal Year 2021 will support program needs from July 1, 2020 through June 30, 2021. All funds must be expended within this time period.

2. Scope of Program

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

- a. *Access to Justice.* Programs that enhance access to justice in civil legal matters. Successful programs will partner with a local court to enhance access to the courts or to facilitate the ability of persons without counsel to handle legal matters on their own.
- 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. *Language Access Initiatives* Programs that enhance access to justice for persons whose primary language is not English.

3. Program Goals and Evaluation

Successful applicants will work with the Access to Justice Department 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.

4. 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 atjgrants@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 FY20 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.

5. Financial Reporting

Quarterly financial reports, program reports and requests for payment are due on the dates indicated.

| 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 10 |