

# Administrative Office of the Courts

ACCESS TO JUSTICE DEPARTMENT  
187 HARRY S. TRUMAN PARKWAY  
ANNAPOLIS, MARYLAND 21401

NOFA #: FO-2024-ATJ-001 and FO-2024-ATJ-003



## Special Conditions for FY2024 Maryland Access to Justice Grants

The following additional conditions apply to FY2024 Maryland Access to Justice Grant(s) and the Access to Justice Diversity Equity and Inclusion Grants.

### 1. Funding Period

The grant period is for one year from July 1, 2023 until June 30, 2024. Grantee(s) must reapply for grant funding for subsequent years. Grants awarded for Fiscal Year 2024 will support program needs from July 1, 2023 through June 30, 2024. 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. *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.

All reports (financial and program/statistical) and invoices must be submitted electronically to the Access to Justice Department in PDF format by emailing them to [atjgrants@mdcourts.gov](mailto:atjgrants@mdcourts.gov) with a copy to the Access to Justice program manager. Reports and invoices are due by the dates outlined below. When a due date falls on a weekend or holiday, reports and invoices 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 will be discussed and decided upon in consultation with the grantee prior to the start of the funding period. Reporting will be completed through the grant management application.

b. Financial Reporting

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

5. Financial Reporting

Quarterly financial reports, program reports and requests for payment are due by the 15th day after the close of the quarter, with the exception of the 4<sup>th</sup> Quarter which is due earlier.

<b>Report</b>	<b>Due</b>
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
4th Quarter (April 1 thru June 30)	July 7