

Administrative Office of the Courts

ACCESS TO JUSTICE DEPARTMENT

187 HARRY S. TRUMAN PARKWAY

ANNAPOLIS, MARYLAND 21401

NOFA #: FO-2024-ATJ-002



Special Conditions for FY2024 Judicare Grant

The following additional conditions apply to FY2024 Judicare 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 award one grant. Funds are to be subgranted to civil legal service providers to operate the program in various jurisdictions in Maryland.

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. Disbursement of Funds

All subgrantee expenses are to be billed to the grant year when they are incurred, regardless of when the case was opened.

5. Use of Funds

The grantee may subgrant funds to civil legal service providers to operate the Judicare program. Program expenses may include the costs of attorney compensation, language services, administrative costs, and other direct or indirect costs.

6. Attorney Compensation

Attorneys compensated through the Judicare program will be paid a rate of \$120 per hour, for up to 35 hours per case. No additional funds are available beyond the 35-hour cap.

7. 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 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.

8. 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 4th Quarter when reports are due earlier.

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
4th Quarter (April 1 thru June 30)	July 7