

SPECIAL GRANT CONDITIONS
ACCESS TO JUSTICE DEPARTMENT
CONSUMER PROTECTION GRANT – FY17

The following additional conditions apply to the FY2017 Consumer Protection Grant.

1. Scope of Program

The grantee will work with Access to Justice Dept. staff to set benchmarks for the program for FY17. The grantee agrees to explore expanding the Consumer Protection Project to one additional jurisdiction during the current funding year, the jurisdiction to be determined in consultation with the District Court of Maryland, the grantee and the Access to Justice Department.

2. Evaluation. The grantee agrees to participate in a program evaluation to be conducted by the Court Operations Dept. of the Administrative Office of the Courts.

3. Funding Period

Grants are awarded on the state’s fiscal year cycle. Grants awarded for Fiscal Year 2017 will support program needs from July 1, 2016 through June 30, 2017. All funds must be expended within this time period.

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 pamela.ortiz@mdcourts.gov 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 FY17, 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.

C. 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