

**Administrative Office of the Courts**  
**NOTICE OF FUNDING AVAILABILITY**  
**NOFA No. N15000126N**



**Access to Justice Department**  
**Programs Division**  
**Administrative Office of the Courts**

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**GRANT TITLE & DESCRIPTION**

**Language Access Signage Grants – Circuit Courts**

The Maryland Judiciary receives state funds each year to support programs that enhance access to justice. This year funds are available for Maryland courts to provide multilingual signage in court facilities, to enhance access to the courts for persons with limited English proficiency.

**Grant Purpose**

These grants are being offered to enhance the courts' ability to provide meaningful access to the justice system for persons with limited English proficiency. Providing multilingual signage will aid persons with limited English proficiency in navigating the courthouse, finding critical resources and using the courts effectively.

Funds may be used to provide signage in any language identified as a priority by the Maryland Judiciary's Language Access Plan. Priority languages are:

- Spanish
- Korean
- French
- Russian
- Chinese

Successful grantees will submit the content of their sign or signs to the Access to Justice Department for approval and translation. All translation will be provided by the Access to Justice Department from departmental funds. Grant funds will be provided for the production and installation of signs only.

**Eligible Applicants**

- Maryland District Courts

**Availability and Awards of Funds**

Awards will be made from current fiscal year funds (Fiscal Year 2015). Applicants who are awarded funding will receive notice in late February of 2015.

**Funding Cycle: March 1, 2015 – June 30, 2015**

**Special Requirements**

**Conditions.** In accepting grant funds, grantees agree to abide by the General Judiciary Grant Conditions as well as the Language Access Signage Grants Special Conditions.

**Translation Contact.** Grantees should contact Lorena Sevilla Somoza, Interpreter Program Specialist (410-260-1576; [lorena.sevilla.somoza@mdcourts.gov](mailto:lorena.sevilla.somoza@mdcourts.gov)) to arrange for translation of sign content. Grantees should initiate the translation portion of the project in sufficient time to ensure the sign can be manufactured and installed no later than June 30, 2015.

**APPLICATION SUBMISSION INFORMATION**

**Application Process**

To apply, submit the Narrative Application, the Budget Application and a Letter of Support signed by the Administrative Judge of the court where the signs will be installed.

**Complete applications must be EMAILED in PDF format to [pamela.ortiz@mdcourts.gov](mailto:pamela.ortiz@mdcourts.gov), no later than the deadline listed below.**

**NOFA Issued:** January 23, 2015

**Application Links:** [Narrative Application](#)  
[Budget Application](#)

**Application Due:** ~~February 20, 2015, 4:30 pm~~  
**DEADLINE EXTENDED TO MARCH 13, 2015 AT 4:30 PM.**

**Documents:** Scanned PDF submitted by email only  
**Email:** Subject Line: "LASG Application, [Applicant Name]"

*(Please submit emails with the Subject Title as described.)*

**Delivery Address:** [pamela.ortiz@mdcourts.gov](mailto:pamela.ortiz@mdcourts.gov)

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**Grant Submission Checklist**

- Signed Grant Application
- Proposed Budget with Justification
- Support Letter Signed by Admin. Judge

**TECHNICAL ASSISTANCE**

**Meeting**

In-Person: [February 3, 2015, 10:00 am.](#)  
*Judicial Education & Conference Center (JECC)*  
*2011 Commerce Park Drive, Annapolis, MD 21401*  
*(This meeting is NOT mandatory.)*

**Online Guidance**

**Judiciary General Conditions**

**Special Conditions**

**Successful Applicant Tools & Tips**

- Read the NOFA, General Conditions, Special Conditions and application in their entirety.

- If needed, seek guidance with department staff prior to the application deadline.
- Whenever possible, provide timely data in your responses that demonstrate the effectiveness of your program.
- Provide a justification for every budgeted line item.
- Proofread your application.
- Provide your completed application in PDF format.

Questions:

Pamela Ortiz

[pamela.ortiz@mdcourts.gov](mailto:pamela.ortiz@mdcourts.gov)

410-260-1258

or

Deborah Unitus

[deborah.unitus@mdcourts.gov](mailto:deborah.unitus@mdcourts.gov)

410-260-1256