

SPECIAL GRANT CONDITIONS
ACCESS TO JUSTICE DEPARTMENT
LANGUAGE ACCESS SIGNAGE GRANTS – DISTRICT COURTS – FY15

The following additional conditions apply to FY2015 Language Access Signage Grants.

1. Non-renewable

These are one-time grants and are non-renewable.

2. Translation Services Provided by ATJ Department.

All translation will be provided by the Access to Justice Department from departmental funds. Grant funds will be provided to grantees for the production and installation of signs only. Grantees are not authorized to use other translators to produce the signs funded by these grants.

3. Translation Contact.

Grantees should contact Lorena Sevilla Somoza, Interpreter Program Specialist (410-260-1576 or 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.

4. Languages.

Translation will be provided for the following languages:

SPANISH
KOREAN
FRENCH
RUSSIAN
CHINESE

5. 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. Quarterly financial reports, program reports and requests for payment are due by the 15th day after the close of the quarter.

Unless an extension is granted, grantees will be required to submit a single quarterly Program Report, a single quarterly Financial Report, and a single Request for Payment at the close of the 4th Quarter of Fiscal Year 2015, to be submitted no later than July 15, 2015.

6. Evaluation Documentation – Photo Required.

Grantees will be required to provide a digital photograph (JPG format) of the signs once they have been installed. Photos should be supplied with the final grant report.