

## FY2020 Maryland Census Grants: Frequently Asked Questions

7/8/2019



1. What mileage rate should be used for the Census grants?

*The current mileage rate is \$0.58 per mile.*

2. The Census grant guidelines state on page four, “Grant funds MAY NOT be used for projects that are already underway or complete. Grant funds may not be used to supplant funding for any previously planned activities, such as to underwrite existing Complete Count Committee activities...” Does this mean that grant funds cannot be expended on Complete Count Committee projects or priorities which have already been set?

*Grant funds are not intended to backfill costs for events or activities that have already occurred or are already underway. This guideline is not intended to prevent your organization from implementing a project that will occur during the performance period of the grant that is (for example) included in a Complete Count Committee’s local work plan.*

3. How should a grantee claim indirect costs?

*A grantee that is a non-profit organization may claim indirect costs in accordance with section 4.c of the grant agreement. Claiming indirect costs will not increase the amount of the grant. It is expected that grantees will use their grant funds to accomplish the work set forth in the grant agreement. Many grantees are already claiming administrative costs (staff support, etc) as directly reimbursable and should be aware that this may reduce the eligible amount of indirect costs.*

4. Is my organization required to keep a separate bank account for the Census grant?

*No, you are not required to keep a separate bank account, but you should consider keeping a separate ledger or spreadsheet to keep track of grant and match related expenses.*

5. Is there a requirement to follow specific procurement rules?

*No, there are no specific rules you must follow. However, when you are procuring goods and services to be expended from the grant, you must take steps to ensure that the costs are reasonable and customary and that State funds are being expended in a responsible manner. Keep in mind that MDP may ask you for backup documentation for any or all of your grant or match costs, particularly when costs do not appear reasonable. Suggested procurement guidelines are included in the Census Grant Program Guidelines, in Exhibit 2 – Grant Terms and Conditions.*

6. Do grantees have to prove that they have expended the first disbursement of 50% of the grant funds and 50% of the match before requesting their second disbursement?

*No. The second disbursement request should report on actual expenditures, but the first 50% may not necessarily have been expended at that time. The final 10% of the grant is withheld until receipt of a final financial report. If at that time you cannot demonstrate that you have expended the grant and required match in accordance with the grant requirements, grant funds will be recaptured.*

7. What level of detail should be provided when reporting on geographic impact or reach?

*Reporting at the Census tract level would be ideal but may not be achievable. Reporting at the ZIP code level is highly desirable.*