

FY 2020 Maryland Census Grant Program: Grants Administration

Grantee Orientation Meeting
July 8, 2019

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Agenda

1. Program Purpose, Oversight, and Timeline
2. Grant Agreements
3. Financial Documentation
4. Other Grantee Responsibilities

Resources

Provided as handouts today and available at:

<https://planning.maryland.gov/MSDC/Pages/census/census-grant-2020.aspx>

1. Program Guidelines
2. Financial Responsibilities Memo
3. Disbursement Request Form
4. Time – Work Record
5. Mid-Project Report Form (Google form)
6. Final Report Form (Google form)



Program Purpose

The 2020 Census Grant Program was created by the General Assembly in 2018 as a vehicle to support the accurate counting of the population of the State and its local jurisdictions and the collection of basic demographic and housing information of the population of the State for the 2020 Census. The Program offers matching grants to non-profit organizations and local jurisdictions.

Grant projects must focus on the following goals:

- Ensure a fair, accurate and inclusive census count for Maryland.
- Increase the self-response rates of hard-to-count communities and populations in Maryland.



Program Oversight

- The Census Grant Panel, which has five appointed members, reviewed and awarded the Census Grants in March.
- The grant funds are budgeted with the Maryland Department of Planning.
- The grants are administered by staff at the Maryland Historical Trust, an agency of the Maryland Department of Planning.
- The Maryland State Data Center, part of the Department of Planning, is designated as the state's liaison to the U.S. Census Bureau. Maryland's Census Director, Audra Harrison, and Associate Director, Randall Nixon, will also provide guidance to grantees participating in this program.



Census Grants Timeline

- March 1, 2019: grant applications due
- April 1, 2019: grant awards announced (36 recipients, \$4.1 million)
- End of May 2019: 34 of 36 grant agreements were mailed to grantees
- *July 1, 2019: first day of FY2020, and therefore the earliest funds may be encumbered and initial payments processed. We cannot process your payment until your grant agreement is fully executed. Payment will reach you in about 45 days after MHT processes your request.*

The Grant Agreement

- The grant agreement is the contract between you as the grantee and MDP as the grantor.
- The grant agreement includes Exhibit A, which describes:
 - the scope of work
 - project timetable
 - the amount of the grant
 - the amount of your match (dollar for dollar required, cash and / or in-kind)
 - disbursement schedule
 - reporting requirements

Exhibit A: Scope of Work

- The Scope of Work states all categories of work that are eligible as grant funds or as matching funds.
- If it is not included in the Scope of Work, it is not an eligible grant or match cost.
- The Scope of Work is not tied to a line item budget in order to allow you some flexibility. However, you are still expected to complete the project you defined in your grant application.
- If you need amendments to the Scope of Work, such as adding or deleting work items, let MHT know before you expend grant or match funds on those items.

Exhibit A: Scope of Work

EXHIBIT A

PROJECT REQUIREMENTS

SCOPE OF WORK

Funds provided under this Grant Agreement and the Grantee's Contribution will be used by the Grantee as follows:

Project Summary:

The Grant and Grantee's Contribution shall be used for: outreach efforts that focus on promoting and facilitating responses to the 2020 Census from populations that have historically been under-counted, including for: staff support; design and production of printed promotional materials; supplies; advertising; translation services; postage; and Census promotional events including, as related to such events, supplies, refreshments, fees / sponsorships, and rentals.

Exhibit A: Project Timetable

- July 1, 2019: grant project commencement date. Costs incurred by the grantee prior to July 1, 2019 will not be reimbursed. First date to incur eligible grant or match expenses.
- October 15, 2019: grantees must provide documentation of commitment (not expenditure) of matching funds.
- January 31, 2020: Mid project report due date; second request for disbursement due.
- June 1, 2020: Deadline for completion of project work, deadline for submission of deliverables or work products, and last date to incur costs (both grant and match).
- August 1, 2020: Deadline for submission of final report and all required financial documentation.

Exhibit A: Project Budget

- The Project Budget includes the amount of your grant and the amount of required match.
- A line item budget is not included in your Grant Agreement to allow you some flexibility. However, you are still expected to complete the project you defined in your grant application.
- Your match may be any combination of cash and / or in-kind, regardless of the match breakdown you proposed in your grant application.
- You must provide a dollar-for-dollar match to the grant funds. Any un-matched grant amount is subject to recapture.
- All grant funds and matching funds must be spent on items listed in the Scope of Work within the grant period (July 1, 2019-June 1, 2020).



Eligible Costs

- The only eligible costs for your project are those listed in the Scope of Work in your Grant Agreement.
- All grant funds and matching funds must be spent on items listed in the Scope of Work within the grant period (starting July 1, 2019 and ending June 1, 2020).
- If you need amendments to the Scope of Work, such as adding or deleting work items, let MHT know before you expend grant or match funds on those items.
- You may use another source of State funds on your Census Grant project as long as the scope of work is divided and the funds do not overlap. State grants or other State funds (salaries, etc) may not be used as match for this grant.

Eligible Match

Examples of Cash Match:

- Cash expenditures
- Expenditures supported by a non-State grant or loan
- Applicant organization staff salaries for work specifically allocable to the project

Examples of In-Kind Match:

- Volunteer time for work on the project (the current value of volunteer time in Maryland is \$27.50)
- Donated professional services (can be valued at their professional rate, but only if working on the project in their professional role (e.g. an architect donating architectural designs))
- Donated materials/supplies
- Discounted services (the amount that is discounted is in-kind match)
- Staff salaries for work specifically allocable to the project from partner organizations (non-State staff only)

Eligible Match: In-Kind Services

In-kind donations of volunteer or professional services must be substantiated by the donor's signature and grantee's signature.

Keep a log of volunteer hours

- Volunteers can each complete time sheets ~OR~
- You can keep a spreadsheet of their time
- Multiply the total hours by the value of volunteer time in Maryland, which is currently \$27.50.

http://independentsector.org/volunteer_time

STAFF OR VOLUNTEER
TIME AND MILEAGE LOG

Grantee: _____ Project Title: _____
Staff / Volunteer Name: _____ Position: _____
Hourly Rate: _____ Paid Staff Person? _____
Mileage Rate: _____ Month and Year: _____

DATE	HOURS	MILES	DESCRIPTION OF WORK COMPLETED & TERRITORY COVERED
1			
2			
3			
4			

Total Hours: _____ X Hourly Rate: \$ _____ = Total Value: _____
Total Miles: _____ X Mileage Rate: \$ _____ = Total Value: _____

Signature of Staff or Volunteer: _____ Date: _____
Certified just and correct: _____ Signature of Grantee Representative _____ Date: _____

October 15, 2019: grantees must provide documentation of commitment (not expenditure) of matching funds.

Documentation of commitment may consist of:

- Bank statement showing cash on hand ~OR~ local government budget
- Letter of commitment from outside funding source or grant
- Signed letter from an organization committing staff time, and specifying hourly rate and anticipated services and number of hours
- Statement of number of volunteers, specifying hourly rate (\$27.50) and anticipated services and number of hours ~OR~ signed letter of commitment from known volunteers
- Signed acknowledgement of other commitments

At final report time, your final match documentation or breakdown may differ!

Exhibit A: Disbursement Schedule

- *Note: Each payment will reach you in about 45 days after MHT processes your request. Payments are only made to the grantee (not to consultants, etc.).*
- An initial 50% of the grant funds are disbursed after the later of:
 - July 1, 2019 ~OR~ MDP signing the grant agreement.
- An additional 40% of the grant funds are disbursed after receipt by MHT of a Mid-Project Report and a Request for Disbursement (grant agreement states 1/31/2020; contact MHT if you will not be ready to report at this time).
- The final 10% of the grant funds are disbursed after receipt by MHT of a Final Report, all deliverables / work products, and a Request for Disbursement (to be submitted no later than 8/1/2020).

Reporting Requirements

- Mid-Project and Final Reports are submitted using a Google Form (similar to the grant application).

FY2020 Maryland Census Grant Mid-Project Report

QUESTIONS RESPONSES

Outcomes

Description (optional)

What geographic areas has your project reached to date? *

Long answer text

What hard-to-count populations has your project reached to date? *

Long answer text

What partners are you working with, and what have their roles been? *

Long answer text

What existing resources have you leveraged? *

Long answer text

What innovative approaches have you used? *

Long answer text

FY2020 Maryland Census Grant Mid-Project Report

QUESTIONS RESPONSES

Section 6 of 8

Metrics

Your grant award letter specifies between two and five metrics which are specific to your project. Please describe and/or quantify your progress toward these metrics. Please let your project monitor know if you would like to discuss any changes to these metrics – they should be relevant to your project's goals and accomplishments.

Please report on Metric #1, identified in your grant award letter. *

Long answer text

Please report on Metric #2, identified in your grant award letter. *

Long answer text

Your project metrics are noted in the cover letter that you received with your grant agreement. Contact MHT to propose changes prior to submitting your reports.

Reporting Requirements

- Supporting materials must be e-mailed separately to the e-mail address provided in the Google form. These should show what you have accomplished so far. This may include copies of promotional materials you developed, social media posts, pictures of bus ads, photographs from events held, and so on.
- The Request for Disbursement form must also be e-mailed separately on the e-mail address provided in the Google form. On that form, you must provide a detailed accounting of how you have expended both grant and matching funds to date. You will also need to sign the form, certifying that the information is accurate.

Request for Disbursement

Up to 40% of grant at 2nd disbursement; final 10% at 3rd / final disbursement

Use the items listed in the Scope of Work in your Grant Agreement; add lines if needed

This is the date that MDP signed the Grant Agreement

A person authorized in your Corporate Resolution must sign to certify!

FY2020 CENSUS GRANT: REQUEST FOR DISBURSEMENT					
GRANTEE - FEDERAL ID NUMBER (F.E.I.N.)	# DISBURSEMENTS RECEIVED TO DATE	AMOUNT REQUESTED THIS DISBURSEMENT	DATE OF DISBURSEMENT REQUEST		
NAME AND ADDRESS OF GRANTEE		NAME, E-MAIL, AND TELEPHONE NUMBER OF GRANTEE CONTACT			
USE OF FUNDS (Provide a detailed list of your expenditures to date - add more lines as needed)		GRANT FUNDS EXPENDED TO DATE	GRANTEE REQUIRED CONTRIBUTION EXPENDED TO DATE*		TOTAL EXPENDITURES
			CASH	IN-KIND	
1					
2					
3					
4					
5					
6					
7					
8					
TOTAL:		\$	\$	\$	\$
*Grantee agrees to provide funding in an amount not less than the amount of the Grant.					
CERTIFICATION					
I certify that this request for disbursement is made in accordance with the terms and conditions of the Grant Agreement with the Maryland Department of Planning, and the amount requested is correct. Furthermore, I certify that the representations, certifications, and other matters contained in the Grant Agreement dated _____ are and remain true and complete in all material respects as of the date of this request for disbursement.					
Authorized Signature		Title		Date	
STATE USE ONLY					
Date Received	Amount Approved	Payment Reviewed By		Payment Approved By	PCA Code
		Assistant Grants Manager, MHT		Fiscal Manager, MHT	

Get ready for your money!

- We suggest getting set up for Direct Deposit with the Office of the Comptroller of Maryland:
1-888-784-0144, option #7



Financial Documentation

- The signed Request for Disbursement Form serves as your certification of eligible grant and match expenses to date.
- You must retain proof of project expenses and provide that documentation to MDP if requested. A percentage of Census Grant projects will be randomly selected for a spot check. If your project is selected for a spot check, you will be notified at closeout that you need to provide proof of project expenses to substantiate both grant and match.

Financial Documentation

When reviewing costs, we will ask (and you should ask yourself!):

- Is it eligible?
- Is it necessary for the completion of the project?
- Is it reasonable?
- Is it verifiable?

Grant funds and match can only be spent on items within the Scope of Work and grant period defined in your Grant Agreement.

Financial Documentation

- What is proof of expenditure?
 - *Invoice*
 - *Receipt*
 - *Contract*
 - *Volunteer and staff hour time sheets and /or paystubs (if applicable)*
- Grantees must keep all materials related to the grant for five years from project completion!
- Retaining proof of payment in addition to proof of expenditure is good accounting practice that should be followed – but you will not have to provide proof of payment for this grant.

Other Grantee Responsibilities

- Ensure that you are in good standing with the Maryland Department of Assessments and Taxation. Go to dat.Maryland.gov and click on “Search the Business Database” in the left-hand column.
- Stay up to date on all forms and filings, including property tax filing.
- Your organization must be in good standing in order for MDP to sign a grant agreement and to disburse funds.
- We check your standing with SDAT each time you request a disbursement and will hold your request until you are in good standing.
- Contact SDAT directly to resolve any issues.

Other Grantee Responsibilities

- **Procurement:** Refer to the program guidelines for general guidance about procurement practices.
- **Acknowledgment:** Provide appropriate acknowledgment of the grant assistance for all projects in accordance with requirements outlined in the grant agreement, and must include the Maryland 2020 Census logo on all publications.



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