



## Maryland Heritage Areas Authority Grant Administration Tip Sheet

Congratulations on receiving a Maryland Heritage Areas Authority (MHAA) Grant Award! To make your grant administration easier, MHAA has created the following tip sheet to help you administer your grant. Should you have any questions regarding MHAA Grant administration, please contact Richard Hughes at 410-514-7685/ rhughes@mdp.state.md.us, or Ruth Scheler at 410-514-7699/rscheler@mdp.state.md.us.

### General Grant Administration Guidelines

- Unless an exemption is approved by MHAA, the following must be submitted for approval by the MHAA Project Monitor **before work commences**:
  - ✓ Drafts of all project products as stated in the Grant Agreement, e.g.: brochure designs and text; exhibit designs and text; designs of memorials, monuments, plaques, etc.; web site designs or significant upgrades funded by MHAA; trail markers/signage; marketing materials, architectural plans for structures on which the Maryland Historical Trust holds or is requiring the conveyance of a historic preservation easement.
- When a project product will be sent to a printer for final publication, the MHAA project monitor **must** approve the publication text and design **before** it is sent to the printer. For recurring publications such as newsletters, once an initial template design has been approved by MHAA, further approvals are not required unless substantial changes are proposed.
- Grantees are expected to use state funds wisely, and should obtain competitive bids for all contractual services.
- Contact your MHAA Project Monitor if your Project Budget will differ substantially from that in Exhibit A of the Grant Agreement. MHAA must approve in writing **any budget changes greater than 10%** of the total MHAA grant amount.

### Maryland Historical Trust Easements

- For Capital Grants involving historic properties, you may be required to convey a historic preservation easement to the Maryland Historical Trust. Generally, grant funds will not be disbursed prior to completing the conveyance of an easement. However, if special circumstances apply to your project, partial disbursements may be made prior to completion of the easement conveyance. Please discuss this with your MHAA Project Monitor. In no circumstances will the full amount of the MHAA grant award be disbursed prior to the recordation of the easement.

### Progress Reports:

- Progress reports must be submitted according the schedule established in Exhibit A of the Grant Agreement, or upon request by the MHAA Project Monitor.
- At minimum, progress reports must contain a description of all work completed within the report period.
- If you are requesting a disbursement of grant funds, the progress report must include:
  - ✓ a notation of funds expended against all budget categories shown in the grant agreement;
  - ✓ invoices, receipts or other verification of project costs incurred to date; and,
  - ✓ timesheets detailing all hours contributed by project personnel and volunteers during the reporting period (sample timesheets can be provided by MHAA).
- Send progress reports to the MHAA Project Monitor. These reports may be emailed to MHAA staff.

### Final Reports

- Final reports must be submitted according to the requirements of Exhibit A of the Grant Agreement.
- These reports should contain:
  - ✓ All required project products (i.e. survey forms, photographs, reports, publications, etc.);
  - ✓ Copies of all RFPs distributed for the project;
  - ✓ Copies of all signed contracts with subcontractors for work completed under the grant; and,
  - ✓ Documentation of all project expenditures, both MHAA grant funds and grantee contributed funds.

### Extensions

- At the discretion of MHAA, extensions of the project timetable may be granted. **No extensions will be granted after the Project Completion Date shown in Exhibit A of the Grant Agreement.**
- Submit a letter to your MHAA Project Monitor to request an extension. The letter should: state why the project cannot be completed as scheduled; describe what work has been completed and what remains to be done; and include a new requested project end date.