



Maryland Historical Trust

100 Community Place
Crownsville, MD 21032
410-514-7600
www.mht.maryland.gov

Non-Capital Historic Preservation Grant Administration Tip Sheet

Congratulations on receiving a Non-Capital Grant Award! To make your grant administration easier, MHT has created the following tip sheet to help you administer your grant. Should you have any questions regarding Non-Capital Grant administration, please contact Evie Cohen at 410-514-7615 or ecohen@mdp.state.md.us or Nicole Diehlmann at 410-514-7625 or at ndiehlmann@mdp.state.md.us.

General Grant Administration Guidelines

- ◆ The following must be submitted for approval by the MHT Grant Monitor before work commences:
 - ◆ The text for any Request for Proposals (RFPs) for products related to the project.
 - ◆ All proposals submitted in response to RFPs.
 - ◆ Draft contracts between the grantee and any project subcontractors.
 - ◆ Drafts of all project products as stated in Grant Agreement, i.e. survey forms, draft context reports, design guidelines, brochure text, etc.
- ◆ When a project product will be sent to a printer for final publication, the grant monitor must approve the publication text and design before it is sent to the printer.
- ◆ Grantees are expected to use state funds wisely, and should obtain competitive bids for all contractual services.
- ◆ Contact your MHT project monitor if your Project Budget will differ from that in Exhibit A of the Grant Agreement. MHT must approve in writing any changes greater than 10% of the total grant amount.

Progress Reports:

- ◆ Progress reports must be submitted according the schedule established in Exhibit A of the Grant Agreement, or upon request by the MHT 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
- ◆ Send progress reports to the MHT project monitor. These reports may be emailed to MHT 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 MHT grant funds and grantee matching funds. These may take the form of invoices, receipts or other verification of project costs incurred, such as timesheets detailing all hours contributed by project personnel.

Extensions

- ◆ At the discretion of MHT, extensions of the project completion date may be granted.
- ◆ Contact your MHT project monitor to request an extension. It is preferred that grantees submit a letter with the following information: statement of why the project cannot be completed as scheduled; description of what work has been completed and what remains to be done; and a revised timetable with a new project completion date. This letter may be emailed.
- ◆ No extensions will be granted after the project completion date stated in the Grant Agreement.