Maryland Efficient Grants Application Council Meeting Minutes

Date: 7/30/2025 4:06-4:40

Location Google Meet Video Conferencing:
https://youtu.be/mwqDlVhzW3o?si=pWOJANG-kSdLYWgb

Members Present:

Department of Budget and Management - Secretary Helene Grady

Department of Budget and Management - Deputy Secretary Marc Nicole

Comptroller's Office - Jasmine Clemons, Ben Seigel

Department of Health - Amalie Brandenburg

Department of Human Services - Gloria Brown Burnett

Department of General Services- Yasin Mohammed

Department of Housing & Community Development - Bryan Holtzapple

Department of Natural Resources - Lauren Buckmaster,

Department of Agriculture - Bonnie Brady

Governor's Office of Crime Prevention and Policy - Mary Abraham,

Dept of Information Technology* - Erik Lyon

Maryland State Department of Education - Nicole Obergon,

Maryland Energy Administration- Jenn Gallicchio

Department of Environment - Cia Cook

Department of General Services, Jasmine Tomaszewski

Maryland Higher Education Commission - Geoff Newman

Office of the State Treasurer - Megan Schutz

Department of Budget and Management- Mike Morello, Raquel Coombs, Dana Phillips.Joan Peacock and Zaynah Rose

Representatives and Appointee Members Present:

Governor's Office of Appointments, Kendra Johnson

Governor's Office of Appointments- Diane Founche

Additional Attendees:

Senator Kagan's Legislative Coordinator, Sharon Spir Kushner,

Guide House Sreeram Suri

Governor's Office - Isabel Marshall

Maryland Department of Health -Jen Chlatterbuck

Governor's Office of Children - Christina Drushel

Absent:

Maryland Municipal League - Jesse Buggs

Department of General Services/Chief Procurement - Chichi Nyagah-Nash,

Senate Appointee - Irene Tai

Maryland Energy Administration - Emily Soontornsaratool

Department of Natural Resources- Kamila Williams

Department of General Services - Linda Dangerfield

Maryland State Department of Education- Donna Gunning

Call to Order/Opening Remarks: Secretary Helene Grady (DBM) initiated the meeting by outlining procedural guidelines (using the hand-raise function and muting microphones) and letting everyone know the call would be recorded.

Old Business: Approval of the meeting minutes from the April 30th, 2025, meeting. Jasmine Clemons moved to approve the minutes, and the motion was seconded and approved by the council.

New Business: The meeting focused on an update regarding a potential collaboration with Grants.gov and the discussion/introduction of the draft Agency Feedback Survey Tool.

1. **Exploration of Grants.gov Partnership** (Marcy Jacobs, DoIT, and Joan Peacock, DBM):
    ○ Marcy Jacobs (DoIT) explained that discussions are underway to explore using **grants.gov** to increase the findability of Maryland grants and improve the **Maryland grants interface** (grants.maryland.gov).

- ○ Joan Peacock (DBM) added that these discussions are in the early stages, but the council will be kept informed.

2. **Discussion on Survey Tool for Agency Feedback** (Helene Grady, DBM, and Dana Phillips, DBM):
   - ○ **Helene Grady (DBM)** emphasized the survey's importance as a critical next step to gather documented feedback from state agencies regarding grant administration practices.
   - ○ **Dana Phillips (DBM)** elaborated on the survey's timeline and stated that the results will be organized and shared with the workgroups for the October meeting.
   - ○ The survey is divided into eight sections, including agency information, grants authority and system compatibility, budget structure, guidance and support, implementation considerations, risk assessment, monitoring and reporting, and customer service and employee experience.

3. **Survey Content and Workgroup Input:**
   - ○ **Lauren Buckmaster (DNR)** (Budget Workgroup Chair) discussed how the budget section questions were crafted to finalize recommendations for a budget template and highlighted ongoing work on indirect cost guidance.
   - ○ **Joan Peacock (DBM)** (Monitoring and Reporting Chair) explained that the risk assessment and monitoring sections aim to understand statewide agency practices.

4. **Addressing Survey Implementation and Scope:**
   - ○ Dana Phillips (DBM) addressed concerns about gathering information from agencies using different platforms by noting that a PDF version of the survey questions is available, and agencies can send information directly if they encounter submission issues.
   - ○ Jen Gallicchio (MEA) raised a question about collecting PII for individual grant awards due to security concerns. Joan Peacock (DBM) clarified that the Council's scope generally excludes grants issued to individuals, but acknowledged the need for secure handling of sensitive information. Mary Abraham (GOCPP) added that the applications workgroup is reviewing data elements and templates received from agencies to identify needs for added security.
   - ○ Gloria Brown Burnett (DHS) suggested differentiating between legislative and competitively awarded grants in the collected information due to nuances in vetting processes. Joan Peacock (DBM) responded that they are open to considering adding a question about different awarding methods to the survey. Helene Grady (DBM) suggested the workgroup chairs incorporate this feedback before finalizing the survey.

Next Virtual Meeting Dates: Dana Phillips (DBM) noted that additional meeting dates for 2026 are included in the meeting materials, as the council continues to meet until 2027.

- Wednesday, January 28, 2026
- Wednesday, April 29, 2026
- Wednesday, July 29, 2026

Closing Discussion: Helene Grady (DBM) reiterated the survey timeline, emphasizing that the results will inform the next steps for the working groups and the council, aiming to ensure agency buy-in.

Adjournment: 4:40