



# **Maryland Efficient Grant Application Council**

April 30th 2025

- 
- **Welcome**
  - **Approve January 29th 2025 meeting minutes**
  - **Legislative update - Senator Kagan**
  - **Workgroup Chair Overview**
    - Applications Workgroup - Mary Abraham
    - Budget Workgroup - Lauren Buckmaster
    - Monitoring and Reporting - Joan Peacock
    - Ombudsperson - Jasmine Clemons
    - Customer Service - Mike Morello
  - **Open Discussion**
  - **Future Meeting Dates for 2025**
    - Wednesday, July 30th at 4:00 pm
    - Wednesday, October 29th at 4:00 pm



# Application

**MEMBERS:** Mary Abraham - GOCPP (Chair), Irene Tai- Abell; Kendra Johnson, Bonnie Brady - MDA; Emily Soontornsaratool & Jenn Gallichio - MEA; Joan Peacock & Dana Phillips - DBM

## **Priority 1: Standardized Definition/Data Elements (Jan-March Focus)**

- Common Application Portal Development

## **Priority 2: Terms and Conditions (Deferred discussion)**

- Review Process
- Examine current agency terms and conditions per funding source requirements

## **Priority 3: Examples of Successful Application (Deferred discussion)**

- Website Development
- Create a repository for successful applications (PII redacted)
- Select a host website

Regular monthly meetings are scheduled on 2nd Friday, 1-2 pm 4/11, 5/9, 6/13/2025



# Application

## Priority 1: Standardized Definitions/Data Elements

- **Design for small and large entities**
  - Applicant to document pre-eligibility requirements (pre-award) set by MD's grantor (per Request for Proposals, Notice of Funding Availability, Intent to Apply)
  - **Examples of data elements:** establish organizational structure, budget capacity, tax ID status, debarment/exclusive list, list of authorized officials and project information, proposal summary, grants/financial assistance specification on request for State and/or Federal funding sources
- **Structure common application portal into multiple parts to avoid redundancy throughout the grant cycle.**
  - Collaborate with other workgroup to streamline automated, front-end data collection
  - MEGA members and chairs volunteering for 1+ workgroups
  - **Examples of data elements:** auto-generated assessments/evaluation tools to monitor applicant, extract data by grantor
- **Compliance & Standards**
  - Code of Federal Regulations, Part 200 (2CFR, rev. October 2024) & MEGA applicability as "State grant-making entity."
  - Configurable application portal for Maryland agencies to auto-assess eligibility, performance, financial, monitoring (post-award) requirements.
  - **Examples of data elements:** debarment list, replicable forms per State, 2CFR and other category/line items (SF 424, SF 425), risk and compliance assessments, closeout.



# Budget

**MEMBERS:** (Chair) Lauren Buckmaster DNR, Kamil Williams DNR, Nicole Obregon MSDE, Bonnie Brady MDA, Joan Peacock, Mike Morello & Dana Phillips DBM

## Priority 1 - Indirect Cost Guidance & State Approval Timeline

- Expand on indirect cost guidance per SF&P § 2-208 to establish statewide/standardized definitions and guidance for indirect cost and administrative overhead cost
- Obtain information and feedback from stakeholders (agency grant contacts and nonprofit grantees) and challenges related to indirect and administrative costs

## Priority 2 - Allowable/Unallowable Cost Definitions

- Review existing guidance from other States and for existing State Grant programs to develop standardized allowable/unallowable costs
- Determine what current practice is and evaluate if such guidance should be part of the notice for funding opportunities
- Review Uniform Guidance indirect cost guidance for consideration for adoption

## Priority 3- Standardized Budget Template

- Create standardized budget templates
- Obtain and analyze existing templates for key elements that should go into a statewide grantee budget template.
- Identify solutions to address specific agency (State Grant Program) requirements.

# Budget

## Workgroup Activities

- Definitions \*
  - Indirect Costs vs Administrative (Direct Costs)
  - Administrative costs vs Programmatic costs
  - Allowable and Unallowable Costs
- Determining standard data elements needed in Budget Template \*
- Considered, as a starting point, SF-424A - Standard budget form for Federal Grants
- Need to define budget period \*
- Discuss training and guidance that will be needed
- Establishing questions for which feedback is needed from Council, State grant making agencies and grantees to assist with recommendation development

\* To finalize, collaboration with other Workgroups and feedback from State agencies needed.



# Monitoring and Reporting

**MEMBERS:** (Chair) Joan Peacock DBM, Bonnie Brady MDA, Mary Abraham GOCPP, Lauren Buckmaster DNR, Bryan Holtzapple DHCD, Mike Morello & Dana Phillips DBM

## **Priority 1 - Pre-award Risk Assessment (Focus Jan-Apr)**

- Focused on how the information obtained from these assessments feeds into Reporting and Monitoring needs

## **Priority 2 - State Grant Reporting (Deferred)**

- Reporting requirements to be determined based on information obtained through risk assessments
  - Items to consider: size of organization and grant, organizations that may need more oversight and guidance to help ensure success
- Goals - minimum key elements, standardize reporting template, timelines, guidance and training needed

## **Priority 3 - State Grant Monitoring (Deferred)**

- Monitoring needed will be determined based on information obtained through risk assessments
  - Items to consider: size of organization and grant, organizations that may need more oversight and guidance to help ensure success
- Goals - minimum monitoring activities, consideration of federal OMB Uniform Guidance requirements



# Monitoring and Reporting

## Priority 1: Pre-award Risk Assessment

- Evaluated tools previously developed by Governor's Grants Office - Resulted in Questions
- Determined the need for three phases for risk assessment process:
- Eligibility documentation -
  - Discuss Key Elements and Documents needed to verify eligibility. Goal to finalize by July meeting
  - Need to consider types and size of organizations, type and amount of grant
  - Annual documentation upload and information update
- Fiscal and Administrative Organization Assessment -
  - Standardized; Goal to finalize by July meeting
  - Assessment can be used by multiple State agencies.
  - Assessment will determine grantee fiscal health to help determine how much guidance and oversight needed
  - Periodic updates to be required/determined
- Programmatic Focus Assessment
  - Will be grant specific
  - Determine guidelines for key elements to be included
  - Assessment done once, pre-award





# Ombudsperson

**MEMBERS:** (Chair) Jasmine Clemons Comptroller

## **Priority 1: Feasibility Assessment**

**(Deferred discussion)**

- Analyze technical needs, including systems needed to support the position, system integration capabilities, and current grant processing volumes across agencies

## **Priority 2: Role Definition**

**(Jan- March)**

Define specific tasks and functions of the Role.

- Develop recommendations on how the Ombudsperson will provide technical assistance and oversee process improvements while managing information dissemination across agencies.
- Establish how they coordinate with agencies to understand and recommend improvements for efficient grant processing timelines and procedures while supporting nonprofit organizations in navigating State processes

## **Priority 3: Implementation Planning**

**(Deferred discussion)**

- Establish an agency coordination framework and training procedures to ensure the successful implementation of the Ombudsperson role.



# Ombudsperson

## Priority 2: Role Definition

Define specific tasks and functions of the role of an Ombudsperson.

- **Technical Assistance Provider** - Focused on being the primary point of contact for grant inquiries and providing guidance through the application process. Provide guidance on navigating complex grant application processes and develop knowledge base of common issues and solutions
- **Process Improvement Lead** - Identify bottlenecks and standardization opportunities across agencies. Maintain up-to-date repository of grant program information and facilitate cross-agency knowledge sharing, and provide regular updates to stakeholders on process changes.



# Ombudsperson

- **Information Dissemination Coordinator** - Ensuring consistent messaging and maintaining up-to-date information
- **Agency Liaison** - Establish and maintain strong partnerships with agency grant managers and Chief Accountability Officers to resolve complex cross-agency issues while advocating for process improvements throughout the grant management system.
- **Nonprofit Organization Support** - Create a comprehensive support system for nonprofit organizations by providing dedicated assistance, developing specialized resources, identifying common barriers, and recommending targeted solutions to improve their access to grant funding



# Customer Service

**MEMBERS:** (Chair) Mike Morello DBM, Bonnie Brady MDA, Irene Tai Abel Foundation, Gloria Brown DHS, Erik Lyon DOIT

**Priority 1: Centralized Grant Advertisement**

**(Jan-March)**

**Priority 2: Directory of Grant Contacts**

**(Deferred Discussion)**

**Priority 3: Transparency of Grant Payments and Details Pre-Award**

**(Deferred Discussion)**

**Priority 4: Survey Data/Measure of Customer Experience**

**(Deferred discussion)**




# Customer Service

## Priority 1: Central place to advertise state grants

- Activity: Research solutions, including the state's [InfoPortal](#) and the Federal grants.gov, to help establish the list of features and benefits the council wants in a solution to meet this priority. Status: Completed
- Next Steps:
  - Finalize a [list of features](#) the Council wants to have in the new central place to advertise grants
  - Propose a solution in writing from our workgroup to the Council, including requirements, level of effort estimate, cost estimate, implementation timeline, and ROI analysis
    - Due Date: Before the July MEGA Council meeting
  - Draft a standard operating procedure V1 for ensuring the universe of grants is maintained in the central place to advertise grants
- Risks / Challenges:
  - Scope creep is a risk because there is a big difference between the features of InfoPortal and those of grants.gov that we are using to compare. To mitigate this risk, we will need to prioritize requirements. An itemized cost estimate is important so that you can see the costs associated with managing the program. There will also be a technology cost, but that will be small in comparison to the labor costs to manage the program.

InfoPortal is administered by the Department of Planning, as the official single point of contact with the Federal Government, required to advertise grants



## INFOPORTAL

### A Digital Catalog of State Assistance Programs

Search the InfoPortal

*Financial, non-financial and technical assistance and direct development programs*

**Maryland InfoPortal** (formerly called Redbook Online) is the best one stop for finding financial and non-financial assistance offered by Maryland state government agencies on the web. The Maryland Department of Planning, through the State Clearinghouse, hosts this digital catalog and coordinates the timeliness and accuracy of the information with a network of more than 80 sponsoring agencies.

**Maryland InfoPortal** contains links to 700-plus state programs providing financial, non-financial and technical assistance and direct development to local government, civic and private organizations, and individuals.

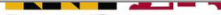
#### What type of program information is available to search through the Maryland InfoPortal?

Financial Assistance & Direct Development	Non-Financial Assistance	Technical Assistance
<ul style="list-style-type: none"><li>Grants and Loans</li><li>Day Care/Elder Care</li><li>Education</li><li>Health Care</li><li>Insurance</li><li>Scholarships</li><li>Housing and Community Development</li><li>Homelessness</li><li>Small Business</li></ul>	<ul style="list-style-type: none"><li>Advisory Information</li><li>Assisted Living</li><li>Regulatory Information</li><li>Permits and Building Codes</li><li>Hazardous Waste</li><li>Chesapeake Bay</li><li>Crime Prevention</li><li>Substance Abuse</li></ul>	<ul style="list-style-type: none"><li>Environmental</li><li>Educational</li><li>Licensing</li><li>Planning and Preservation</li><li>Crime Victims Services</li><li>Charter Schools</li><li>Disabilities</li></ul>

**Maryland InfoPortal** will point you to assistance programs and the agency sponsoring them. If you have questions or need further information about specific programs you find through the catalog, such as eligibility or how to apply, please contact the person listed on the program's page.

Enter the **Maryland InfoPortal** to begin searching for programs by:

- Program name,
- Eligible applicants,
- Assistance type,
- Sponsoring Maryland agency, or
- Keyword.



## INFOPORTAL

Agency: - All Agencies -

Text: Enter Search Text

Eligibility:

☐ County Government

☐ For-Profit

☐ Individuals

☐ Municipalities/Towns

☐ Non-Profit

☐ Regional

☐ State Colleges

☐ State University

☐ State Government

☐ Other

Assistance (Financial):

☐ Direct Loan

☐ Direct Payment/Specified Use

☐ Direct Payment/Unrestricted Use

☒ Formula Grant

☐ Insurance

☐ Insured/Guaranteed Loan

☐ Loan

☐ Project Grant

☐ Tax Credit

☐ Other

Assistance (Non-financial):

☐ Regulatory Program

☐ Services

☐ Technical Assistance/Information

☐ Other

#### 89 matching programs.

▼ 21st Century Community Learning Centers - State Department of Education

Description: To create community learning centers that provide academic enrichment opportunities to children and their families, particularly students who attend high poverty and low performing schools.

Application Due: Annually RFPs are sent in the Spring with proposals due in July of that same year.

URL: <http://www.marylandpublicschools.org>

Contact Name: Kelly Coates

Contact Email: [kelly.coates@maryland.gov](mailto:kelly.coates@maryland.gov)

Contact Phone: 410-767- 0561

Eligibility: County Government, For-Profit, Individuals, Municipalities/Towns, Non-Profit, Regional, State Colleges, State University, State Government, Other

Assistance (Financial): Direct Payment/Specified Use, Formula Grant, Insurance, Project Grant

Assistance (Non-financial): Regulatory Program, Services, Technical Assistance/Information, Other

# InfoPortal captures 9 basic fields

## ▼ Advantage Maryland (also known as MEDAAF) - Maryland Department of Commerce

**Description:** Advantage Maryland funds grants, loans and investments to support ED initiatives for business attraction, retention and infrastructure. Projects must be in a Priority Funding Area and eligible industry sectors. Awards are made on a competitive basis.

**Application Due:**

**URL:** <http://commerce.maryland.gov/fund/programs-for-businesses/medaaf>

**Contact Name:** Timothy Doyle

**Contact Email:** [timothy.doyle@maryland.gov](mailto:timothy.doyle@maryland.gov)


**Contact Phone:** 410-767-2369

**Eligibility:** County Government, For-Profit, Individuals, Municipalities/Towns, Non-Profit, Regional, State Government, Other

**Assistance (Financial):** Direct Loan, Direct Payment/Specified Use, Project Grant

**Assistance (Non-financial):**

# Federal Grants.gov captures 25 fields and entire package including ability to apply

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## VIEW GRANT OPPORTUNITY

[View similar opportunities](#)

MA-PID-25-001

2025 Port Infrastructure Development Program

Department of Transportation

Maritime Administration

[Apply](#) [Subscribe](#)

[SYNOPSIS](#) [VERSION HISTORY](#) [RELATED DOCUMENTS](#) [PACKAGE](#)

### General Information

<b>Document Type:</b>	Grants Notice	<b>Version:</b>	Synopsis 4
<b>Funding Opportunity Number:</b>	MA-PID-25-001	<b>Posted Date:</b>	Jan 31, 2025
<b>Funding Opportunity Title:</b>	2025 Port Infrastructure Development Program	<b>Last Updated Date:</b>	Feb 07, 2025
<b>Opportunity Category:</b>	Discretionary	<b>Original Closing Date for Applications:</b>	Apr 30, 2025
<b>Opportunity Category Explanation:</b>		<b>Current Closing Date for Applications:</b>	Apr 30, 2025
<b>Funding Instrument Type:</b>	Grant	<b>Archive Date:</b>	May 30, 2025
<b>Category of Funding Activity:</b>	Transportation	<b>Estimated Total Program Funding:</b>	\$ 450,000,000
<b>Category Explanation:</b>		<b>Award Ceiling:</b>	\$112,500,000
<b>Expected Number of Awards:</b>	40	<b>Award Floor:</b>	\$1,000,000
<b>Assistance Listings:</b>	20.823 – Port Infrastructure Development Program		
<b>Cost Sharing or Matching Requirement:</b>	Yes		

## Eligibility

- Eligible Applicants:** County governments  
Native American tribal governments (Federally recognized)  
State governments  
City or township governments  
Special district governments
- Additional Information on Eligibility:** States, political subdivision of a State or local government, public agency or publicly chartered authority established by one or more States, special purpose district with a transportation function, Indian Tribe, multistate or multijurisdictional group of entities described above, or a lead entity described above jointly with a private entity or group of private entities.

### Other Submission Requirements

Applications must be submitted through Grants.gov. If duplicate or multiple applications are received from an applicant, only the most recent application will be considered. Applicants are limited to one application describing one project, but that project may have multiple components if those components are demonstrated to have a functional nexus.

**For further information concerning this notice please contact the program office at** [PIDPgrants@dot.gov](mailto:PIDPgrants@dot.gov), or call Aubrey Parsons at 202-366-8047.

### Link to Additional Information:

**Grantor Contact Information:** If you have difficulty accessing the full announcement electronically, please contact:  
Aubrey Parsons  
Phone 202.366.8047

[PIDP Grants](#)



## Similar Opportunities (identified by AI)

EDA-DISASTER-2023

P2SAS00189

PWEAA2023

DTMASSG25

EDA-HDQ-RNTA-2021



## Universe of State Grants

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1. Official single point of contact with the Federal Government as the state advertiser of all grants is the InfoPortal solution administered by the Department of Planning – [link to InfoPortal](#)
2. The Governor's Grants Office, as part of the original MEGA Council, created a separate site to meet this requirement in 2021. It is still live on their website:  
<https://grants.maryland.gov/Pages/StateGrants.aspx>
3. The Governor's Grants Office also maintained a Grant Program Catalog for internal team use, intended to include ALL state grants. The most recent version is this one - [The Governor's Grants Office created a Grant Program Catalog dated March 22 2023 V 2.1](#)
4. The Maryland Transparency Portal contains a list of Grants and Loans from FY09 to FY23 and is updated annually for public use. For example, in FY23 it shows over 1,700 grants totaling more than \$1.7 billion.  
[https://opendata.maryland.gov/Budget/State-of-Maryland-Grant-and-Loan-Data-FY2009-to-FY/absk-avps/about\\_data](https://opendata.maryland.gov/Budget/State-of-Maryland-Grant-and-Loan-Data-FY2009-to-FY/absk-avps/about_data)



# **Open Discussion**



# **Future Meeting Dates**

Wednesday, July 30th at 4:00 pm

Wednesday, October 29th at 4:00 pm