




# **Maryland Efficient Grant Application Council**

July 30th, 2025

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- **Welcome**
  - **Approve April 30th, 2025 meeting minutes**
  - **Update on Grants.gov**
  - **Survey Overview and Discussion**
  - **Open Discussion**
  - **Future Meeting Dates**
    - Wednesday, October 29th at 4:00 pm
    - Wednesday, January 28th, 2026, at 4:00 pm
    - Wednesday, April 29th, 2026, at 4:00 pm
    - Wednesday, July 29th 2026 2026 at 4:00 pm
  - **Closing Remarks**



## Survey Timeline

**Survey Distribution:** Monday, August 4th, 2025

**Response Deadline:** Wednesday, September 3rd, 2025 (to give agencies sufficient time to compile information and complete the survey)

**Results Sharing:** Survey results will be shared with each workgroup Chair through a Google folder for distribution to their respective workgroups

**Council Presentation:** Each workgroup will prepare to present the survey findings and results at the October full Council meeting

# Survey Platform: Google Forms

Section 1 of 8

Maryland Efficient Grants Application Council Survey

Instructions:

- Please complete all sections that apply to your agency's grant programs
- For questions requesting documents or templates, please indicate how you would prefer to share these materials
- If a question doesn't apply to your agency, please note "N/A" and provide brief context if helpful
- Feel free to provide additional comments or context that may be relevant to the MEGA Council's work
- Please follow the skip logic instructions (e.g. If YES → Continue to Question X) to ensure you complete relevant sections.



## **Section 1: Agency Information**

1. Agency Name
2. Respondent Name and Title Please describe your responsibilities and involvement in grants management within your agency.
3. Contact Information
4. Grant Programs Administered by your Agency



## **Section 2: Grant Authority & Systems and Software Compatibility**

1. Does your agency have the authority to issue grants that are state-funded (i.e., State general or special funds)?
2. Does your agency have the authority to subaward a federal grant?
3. Do you currently have a grants management software program?
4. Is this a commercial-off-the-shelf (COTS) system?" and "What software manufacturer and brand/model are you using?
5. Does it allow the integration of template forms to be completed by applicants (e.g., a template budget form)?
6. Do you currently use a budget template in your grants management software? If so please share. If you do not use a grants management software program, what tools or systems does your agency use to manage grants (e.g., shared drives, spreadsheets, email-based workflows)? List all



## Section 3: Budget Structure and Requirements

1. Does your agency currently use a standard budget template?
  - a. If YES → Continue to Question 13
  - b. If NO → Skip to Question 14
2. Please provide a copy of each budget template that your agency uses. (How w
3. SF424A has standard required line items. If these line items were required in all budget templates for state-issued grants, how would this impact your agency?
4. Does your agency issue State grants that do not allow for Indirect Costs, administrative costs, or both?
5. If your state-issued grant allows indirect costs, how will requiring all applicable grant applications to use a federally approved NICRA (Negotiated Indirect Cost Rate Agreement) affect your agency?
6. Do you use submitted budget documents for financial reporting by subgrant recipients?
  - a. If YES → Continue to Question 17
  - b. If NO → Skip to Question 18
7. If so, what elements would need to be included in a common budget form to support this process?



## Section 4: Guidance and Support

1. How comfortable are your agency's program managers/staff with Excel and/or Smartsheet?
2. Does your agency have dedicated resources to manage grant programs administered by your agency?
3. What training is provided currently to help your program managers/staff to properly administer and manage your agency's State grants awarded?
4. What types of technical assistance and training does your agency provide to applicants to help them apply and complete related forms (e.g., application, budgets, risk assessment)?
5. What challenges do you observe applicants experiencing when completing required forms, applying for grants, and meeting requirements related to financial and progress reporting?





## **Section 5: Implementation Considerations**

1. What are your primary concerns around implementing a standardized common application, budget template, and required monitoring and reporting across funding opportunities?



## Section 6: Risk Assessment

1. Do you require risk assessment for the grants you issue?
  - a. If YES → Continue to Question 2
  - b. If NO → Skip to next Question
2. Can you share your agency's risk assessment form and instructions, including any scoring used for determining monitoring and reporting requirements?



## **Section 7: Monitoring and Reporting**

1. Does your agency have a policy regarding required monitoring for the grants you issue? Or is this specific to each grant?
2. Does your agency have a policy regarding required reporting for the grants you issue? Or is this specific to each grant?



## **Section 8: Customer Service & Employee Experience**

29. Do you collect feedback about the grant life cycle from the grantees about their experience? If yes, how and how often?
30. How do you store subaward data, such as applicant info, impact/results, and if so, do you analyze trends with the results?
31. Do you collect feedback from grant managers about employee experience? If yes, how, how often, and how is feedback used to improve the process?



# **Open Discussion**



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