



## MARYLAND DEPARTMENT OF AGRICULTURE Spay and Neuter Grants Program (Updated 2016)

### IMPORTANT INFORMATION FOR APPROVED GRANT RECIPIENTS

#### ● Allocations

Grantees have an allocation schedule on their Grant Agreement Addendum page. Recipients receive their funds in two allocations: one at the beginning of their period of performance or upon signing of their agreement, and the second at the midway point in their project. Allocations will be by check sent to the Primary Point of Contact from the State of Maryland Comptroller's Office. Grantees may consider registering with the state of Maryland as a vendor and set up for Electronic Fund Transfer (EFT), and get your funds directly deposited in to your organization's account. To get set up for EFT, please visit this link: [State of Maryland Electronic Fund Transfer](#). This is not a requirement.

Grantees must be up to date on all progress reports before their second allocation will be released.

#### ● Changes to Scope, Key Personnel or Budget

Any changes in the agreed upon scope of work, timeline or budget expenditures subsequent to project funding, must **first** be approved by the MDA Spay and Neuter Program Coordinator. Change authorization requests must be submitted in writing as an email to the Program Coordinator using the **Change of Scope/Extension Request Form**. This form is available on request from the Program Coordinator. Changes should be detailed and an explanation as to why the change is necessary must be included.

MDA must be notified if key personnel associated with the project change. Any changes in contact information of key personnel must be reported by email to the Program Coordinator.

#### ● Changes to Schedule- No-Cost Extensions

We ask that schedules, reports and project completion dates be met as specified in your approved project and as per your grant agreement. However, if for some reason, a deadline cannot be met, you are required to contact MDA Program Coordinator and request a no-cost extension. You must provide a reason for the change and a new date completion date. You must get MDA's approval before changing any deadline. The number of extensions will be limited to 2. To request an extension please fill out the **Change of Scope/Extension Request Form** and submit to the Program Coordinator for approval.

## ● Project Fact Sheet (PFS)

Each recipient of funds must provide a Project Fact Sheet (PFS) at the completion of their project. The fact sheet shall serve as a final reporting of the project goals, data, and accomplishments. As part of this report, project managers must supply copies of rabies vaccines certifications.

A template for the Project Fact Sheet will be provided on the MDA Spay and Neuter Funding Program website ([Spay and Neuter Grants Program webpage](#)). This template must be used so as to provide consistent, standard format.

A draft PFS must be provided to MDA Program Coordinator for review and comments **prior** to finalizing. Drafts and finals shall be sent to the MDA Program Coordinator electronically as an email attachment and sent to MDA.SpаяandNeuter@maryland.gov.

A list of all animals serviced during the entirety of project must be provided along with the Final Report. This list may be in WORD, Excel or PDF Format.

Final PFSs will be posted on the MDA website, incorporated into the Program's annual report and be used by the MDA to promote the Program. It should be understood that any photos on the PFS and any additional photos or materials submitted as deliverables provided to MDA may be used in Program promotional material.

## ● Records and Quarterly Progress Reports

All recipients are required maintain complete and accurate records of all activities, data where applicable, and expenditures. This data should be retained by the project organization until the sunset of the program and shall be made available to MDA upon request.

Recipients must submit to MDA Quarterly Progress Reports (a template for this report shall be provided on the program website as well as a schedule of Due Dates for the reports) as per the posted schedule and as instructed on the program website. This report should be provided in WORD. This report shall summarize what has been done during that specified time period. Copies of receipts for large purchases (especially for durable equipment) for should be included with the progress report. A list of all animals serviced during this time period must be provided along with the Final Report. This list may be in WORD, Excel or PDF Format.

## ● Grant Recognition

Grant recipients must acknowledge MDA for full or partial funding (as appropriate) for their project on any promotional or outreach material as specified in the Grant Agreement. The following acknowledgement statement should be used: *"Full- (or)- Partial funding for this*

*project was provided by the Maryland Department of Agriculture, Spay and Neuter Grants Program".* The MDA logo (an image file is available on the program webpage) should also be incorporated on any outreach material.

**● Shelter Data**

As a term of the Grant Agreement, any private organization that maintains a private shelter and receives funding from the program must provide quarterly shelter data to MDA. MDA collects shelter data in terms of intake and disposition of cats and dogs so that the efficacy of the program can be determined at the Program sunset. MDA sends quarterly data requests along with the form to be used. Recipients must return the completed shelter data form to MDA in a timely manner. Failure to provide data can affect chances of future funding.

**● Unused Funds**

If a project is approved and then for some reason, the project is not initiated, the recipient must notify MDA immediately and the project funds must be returned to MDA within 30 days of notification.

Recipients should strive to use all funds awarded. If during the course of the project, it is anticipated that some funds will be left over, the project manager must contact the Program Coordinator and discuss the possible disposition of remaining funds. If funds cannot be used for the purposes permitted by the grant program and grant agreement, the remaining funds must be returned to MDA to be added back to the Spay and Neuter Program budget for reallocation.

**● Penalties**

If the Department determines that the grant recipient has violated the grant agreement, that a recipient has violated the Maryland Board of Veterinary Medical Examiners minimum standards of care or that the grant funds have not been used for their intended purpose as provided in the grant agreement, the Department may:

- Discontinue any future grant payments;
- Require the grant recipient to repay immediately to the Department the full amount of the grant, or a portion of the grant; and
- Deny any future grant eligibility to the grant recipient.

