



MARYLAND DEPARTMENT OF AGRICULTURE MARYLAND SPAY AND NEUTER GRANTS PROGRAM (UPDATED 2018)

IMPORTANT INFORMATION FOR ALL GRANTEES

The obligations of each grantee are detailed in the Grant Agreement. The following details the core requirements MDA expects from all grantees, regardless of the type or scope of their project.

REFERENCING A PROJECT

The Grant Agreement (or Project) number (**excluding** the 1938 in parentheses on the front page of the Grant Agreement) is the project number. The first 2 digits before the hyphen represent the Fiscal Year of the funding cycle and the last three digits are the unique number assigned to each grant. All grantees must use this 5 digit hyphenated number in all reports and reference this number in any emails and voicemails.

RECEIVING FUNDS

Grantees have an allocation schedule on their Grant Agreement Amendment page (the last page or pages of the agreement). 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 period of performance. 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 their funds directly deposited in to the 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 quarterly progress reports before their second allocation will be released.

If a grantee finds that they have completed ½ of their target procedures ahead of schedule, a grantee can request an earlier release of their remaining funds. The grantee must contact the Program Coordinator who will supply them with the proper form (see below-**Change of Scope**) for this request.

CHANGES TO SCOPE

Any changes in the agreed upon scope of work, timeline, key personnel or budget expenditures must **first** be approved by the 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 upon request from the Program Coordinator. Changes should be detailed and an explanation as to why the change is necessary must be included.

IT IS CRITICAL that MDA 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 as soon as possible.

MDA asks that schedules, reports and project completion dates be met as specified in the grant agreement. However, if for some reason, a deadline cannot be met, grantees must contact MDA Program Coordinator and request a no-cost extension. The grantee must provide a reason for the change and a new date completion date. Approval from MDA (and amendments to the original grant) must be obtained before changing any deadline. The number of extensions allowed is determined by MDA on a case by case basis.

QUARTERLY PROGRESS REPORTS

Grantees must submit to MDA **Quarterly Progress Reports** (a template for this report is provided on the program website). While MDA will try to send courtesy reminders about reports coming due, submission by grantees should not be dependent on receiving these reminders. It is the responsibility of the grantees to know when reports are due and to meet deadlines.

This report shall be provided in WORD or as a PDF. This report shall summarize what has been done during that specified time period. Copies of receipts for large purchases (especially for durable equipment) should be included with the progress report. A separate list of all animals serviced during the quarter must be provided along with each quarterly report. This list may be in WORD, Excel or PDF Format. The Quarterly Report is due no later than the first week following the final date of the quarter, unless special circumstances occur, in which the Program Coordinator may allow more time. Grantees will be notified by email in this event.

FINAL REPORT/PROJECT FACT SHEET

Each grantee must provide a Project Final Report/ Fact Sheet at the completion of their project. The fact sheet serves as a final reporting of the project goals, data, challenges, and

accomplishments. As part of this report, grantees must also supply a separate **comprehensive list of all the animals altered** during the project with project funds.

A template for the Project Fact Sheet (along with an instruction sheet) is provided on the Maryland Spay and Neuter Grants Program website ([Spay and Neuter Grants Program webpage](#)). This template must be used so as to provide consistent, standard look and content to all project reports. The final report must be provided to MDA in WORD format, should edits be required. The comprehensive list may be in WORD, Excel or PDF format.

A draft should 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.

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

RECORD KEEPING

All grantees are required maintain complete and accurate records of all activities, data where applicable, and expenditures. Records, including rabies certificates and permission forms, and other data should be retained by the project organization until the sunset of the program in 2022, but shall be made available to MDA upon request.

GRANT ADVERTISING AND RECOGNITION

Grantees must update their organization's webpage or Facebook page and describe the Grant and Target Area and Qualifications for Service if the project is focused on pets. The recipient must acknowledge MDA for full or partial funding (as appropriate) for their project on any promotional or outreach material and on websites 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 until the sunset

of the Program. 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. Grantees 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, is not initiated, the recipient must notify MDA immediately and the project funds must be returned to MDA within 30 days of notification.

Grantees 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 grantee should contact the Program Coordinator and discuss the possible ways to use 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. Funds being returned must be returned within 30 days of the end date of the Period of Performance.

RECIPIENTS OF FUNDS FOR CAPITAL EXPENSES/EQUIPMENT

Recipients of funds for equipment to expand and existing clinic, establish a new clinic, or mobile clinic, or other large equipment purchases must pay particular attention to the terms of the Grant Agreement Clause 12. Recipients may not sell, transfer or dispose of equipment purchased with program funds. If equipment is not used for the purpose stated in the Grant Agreement or is not utilized for more than 3 consecutive months, the equipment may be reclaimed by the Department.

Recipients of capital expense/equipment funds must provide Quarterly Progress Reports using the form specific for this type of grant. Reports must be made quarterly until their 5 year period of performance is complete.

LOSS PREVENTION AND ACTION

Grantees must exercise due diligence to ensure all services provided by the grant funds are provided only to those pet owners or animal caretakers who meet the grantee's criteria for free services. Should a grantee subsequently discover that services were received by individuals providing fraudulent information, it is up to the grantee to take any legal action they deem appropriate to address situation.

MDA recommends that all grantees that have applications for the public to complete include a Truth of Statement section to their applications for service, and require applying pet owners/animal caretakers to review and sign a statement attesting to the truthfulness of the information being provided on the application.

PENALTIES

If the Department determines that the grantee 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 grantee 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.**