

Maryland Developmental Disabilities Council
Grantee Guidance during the COVID-19 Pandemic
March 20, 2020

PURPOSE:

The COVID-19 pandemic is creating unprecedented responses by federal, state, and local governments. This guidance, effective March 20, 2020, details requirements for Maryland Developmental Disabilities Council (Council) grantees to follow during the COVID-19 Pandemic.

Designated Council staff person for all Council grantees:

Director of Grants and Information Management, Brian Miller, bmiller@md-council.org, direct line: (410) 767-3669

Council Grantee Requirements:

Grantee reporting requirements: Grantee reporting deadlines specific to your Agency/Organization are detailed in the Council award letter. If you anticipate delays in reporting, it is your responsibility to proactively communicate with Council designated staff.

- **Reporting delays in grant activities:** Reporting any delays in activities are required, especially delays that impact the ability of your Agency/Organization to meet the objectives, activities, and timelines of your project. Please alert Brian Miller, as soon as possible, to report any delays.
- **Reporting expected changes:** If delays to your project warrant changes, Council approval is required. Notify the Council in advance of any proposed changes in the project plan or budget. Changes can only be made after written approval by the Council. Please contact Brian Miller directly if you have questions or wish to make changes.
- **Event rescheduling/cancellations:** If your Agency/Organization received an event sponsorship, and must reschedule and/or cancel your event, it is your responsibility to alert Brian Miller as soon as possible.

Grantee Payments:

Invoice submissions: The invoice schedule for your Agency/Organization is detailed in the Council award letter. Please continue to invoice the Council based on this schedule. If your grant/event is unable to maintain *satisfactory progress* on grant activities, it is your responsibility to alert Brian Miller, which may result in delay of payment, or adjustment to the invoice schedule.

Satisfactory Progress: In order to receive payment from the Council, your grant/event must complete activities as planned.

- Specific to large grants (exceeding \$5,000), a timeline of grant activities and anticipated progress is detailed in the project work plan.
- Specific to small grants (\$5,000 or less), your grant activity timeline is determined by the start/end of your project.
- Specific to event sponsorships, grant activities are determined by the date of your scheduled event.
- In order to receive payment from the Council, completion of grant activities as planned (satisfactory progress) must occur. If your Agency/Organizations anticipates difficulty achieving satisfactory progress, please alert Brian Miller as soon as possible.

After review of the above guidance, please contact Brian Miller, bmiller@md-council.org, if you have any questions. These are unprecedented times. Please know that the Council commits to support all grantees so that work continues to the extent possible, during this required period of social distancing and isolation.