



Report to the Maryland General Assembly on the

Rural Maryland Prosperity Investment Fund

Prepared by: Rural Maryland Council

July 2016



Photos courtesy of ruralmarylandprosperity.org



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Doris Mason, Chair

Charlotte Davis, Executive Director

July 1, 2016

Ms. Sarah Albert
Office of Information and Library Services
Department of Legislative Services
90 State Circle
Annapolis, Maryland 21401

Dear Ms. Albert:

The Fiscal Year 2017 Joint Chairmen's Report requires the Maryland Department of Agriculture to submit a report on July 1, 2016 on the criteria and rationale for the allocation of the Rural Maryland Prosperity Investment Fund (RMPIF) funding. Attached please find the required report.

For Fiscal Year 2017, the RMC will distribute the entirety of the \$2,167,000 appropriation according to the formula established under the RMPIF statute, Article – State Finance and Procurement, Section 2-207. As a result, the Rural Maryland Council (RMC) will be allocated \$388,917 in operating expenses in FY 2017 with the remainder distributed in grants to rural communities.

For the RMC, the additional operating funding will go towards building capacity of the organization in order to better meet its mission. Key activities will include: expanding the office staff to create third position allowing for better oversight of the grant programs, expanding committee activities to better assess the environment of rural communities, hiring technical assistance in order to better administer successful grants and conducting research of rural issues.

RMPIF is divided into five distinct components: the state's regional councils, entrepreneurship, infrastructure, health care and rural community development. The guidelines and criteria for the regional councils and other sections are also included in this report. The Maryland Agricultural Education and Rural Development Assistance Fund program guidelines and criteria are available to the public and on the RMC's website at: rural.maryland.gov.

The Rural Maryland Council looks forward to a productive Fiscal Year 2017. We offer our thanks to Governor Larry Hogan for including funding for RMPIF in his initial budget and to the Maryland General Assembly for their support for rural communities.

Sincerely,

A handwritten signature in blue ink that reads "Scott Warner".

Scott Warner
RMPIF Committee Chair

A handwritten signature in blue ink that reads "Doris S. Mason".

Doris Mason
RMC Chair

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Report to the Maryland General Assembly on the Rural Maryland Prosperity Investment Fund

In Fiscal Year 2017, the Rural Maryland Council (RMC) will receive a \$2,167,000 general fund appropriation for the Rural Maryland Prosperity Investment Fund (RMPIF). Chapter 469 of 2014 (Rural Maryland Prosperity Investment Fund – Revisions and Extension of Termination Date) specifies how the funding is to be allocated, but this is a substantial amount of new funding. Included in this report is the criteria and rationale for the allocation of the FY 2017 Rural Maryland Prosperity Investment Fund revenue as well as a description of how the RMC will spend its funds on operating costs during FY 2017. A second report due on January 1, 2017 will detail the actual allocation of funding.

The Rural Maryland Council (RMC), an independent state agency, administers the Maryland Agricultural Education and Rural Development Assistance Fund, the Rural Maryland Prosperity Investment Fund and the Rural Broadband Assistance Fund. The RMC brings together citizens, community-based organizations, federal, state, county and municipal government officials as well as representatives of the for-profit and nonprofit sectors to collectively address the needs of Rural Maryland communities. We provide a venue for members of agriculture and natural resource-based industries, health care facilities, educational institutions, economic and community development organizations, for-profit and nonprofit corporations, and government agencies to cross traditional boundaries, share information, and address in a more holistic way the special needs and opportunities in Rural Maryland.

Our goals are to:

- Encourage healthy, connected communities throughout Rural Maryland
- Support the development and growth of vibrant economies
- Foster stewardship of Maryland's natural resources
- Maximize RMC outreach, resources and mission

As a collaborative partnership, the RMC operates in a nonpartisan and nondiscriminatory manner. Policy-makers and managers from stakeholder agencies and organizations at all levels of government and the private sector are valued participants. Where practical, the decision-making undertaken by the RMC is made by reaching consensus.

In preparation for distribution of the FY 2017 RMPIF revenue, the RMC's established RMPIF Committee met on April 22, 2016 and June 3, 2016 to discuss the allocation and criteria for grant applications. After discussion, the funding formula and grant guidelines and criteria were distributed to the RMC Executive Board with a recommendation by the RMC Executive Committee. This report, including the funding distribution and criteria, were approved by the RMC Executive Board on June 6, 2016.

For Fiscal Year 2017, the RMC will distribute the entirety of the \$2,167,000 appropriation according to the formula established under the RMPIF statute, Article – State Finance and Procurement, Section 2-207. The disbursement of revenue appropriated to the Fund shall be allocated in the following manner:

- one-third shall be allocated equally to the five regional councils as grants for rural regional planning and development assistance
- regional infrastructure projects that directly involve two or more units of local government, not to exceed one-fourth of the total cost of any particular project;
- rural entrepreneurship development, including programs and activities serving rural communities undertaken by nonprofit organizations and institutions of higher education;

- rural community development, programmatic assistance, and education, with money to be divided equally between the Council and the Maryland Agricultural Education and Rural Development Assistance Fund; and
- rural health care organizations.

Since it is anticipated that an appropriation of \$3 million would fully fund all the grant components, an alternative distribution method is defined in statute when less is actually appropriated. Since the FY 2017 appropriation falls below this threshold, we have employed the alternative distribution which specified that disbursements of money appropriated to the Fund shall be allocated as follows:

- \$500,000 shall be allocated to the Council, of which:
 - \$250,000 shall be used to support the operations of the Council; and
 - \$250,000 shall be allocated to the Maryland Agricultural Education and Rural Development Assistance Fund established under § 2–206 of this subtitle; and
- the remaining disbursements of money appropriated to the Fund shall be allocated in the manner described earlier.

As a result, in Fiscal Year 2017, the RMC will receive \$388,917 for operating expenses.

FY 2017 Funding Allocation	
Rural Maryland Council Operating Expenses	\$388,917
Maryland Agricultural Education and Rural Development Assistance Fund	\$388,917
Regional Councils	\$555,667
Infrastructure Grants	\$277,833
Entrepreneurship Grants	\$277,833
Health Care Grants	\$277,833
TOTAL	\$2,167,000

The Maryland Agricultural Education and Rural Development Assistance Fund will receive \$388,917 of RMPF funding in addition to the \$167,000 general fund appropriation for a total of \$555,917. The Maryland Agricultural Education and Rural Development Assistance Fund (MAERDAF) offers important financial support to rural-serving nonprofit organizations that promote statewide and regional planning, economic and community development, and agricultural and forestry education efforts. The Fund also provides targeted financial assistance to community colleges that support small and agricultural businesses through enhanced training and technical assistance offerings. The entirety of the FY2017 funding allotted for MAERDAF will be distributed in the form of grants to rural-serving nonprofit organization and community colleges.

Breakdown of funding allocation:

RMC (and RMPIF)	\$2,167,000
MAERDAF	\$167,000
Total FY 2017 Appropriation	\$2,334,000

RMC Appropriation	\$2,167,000
RMC and MAERDAF to each get \$250,000 under Sec. 2-207 (f)(2)	\$500,000
RMC	\$250,000
MAERDAF	\$250,000

Balance	\$1,667,000
1/3 to Rural Regional Planning and Development Councils	\$555,667
each Regional Council	\$111,133

RMPIF remaining balance divide evenly to categories:	\$1,111,333			
Infrastructure		\$277,833		
Entrepreneurship		\$277,833		
RMC and MAERDAF		\$277,833		
			\$138,917	RMC
			\$138,917	MAERDAF
Health		\$277,833		

Therefore, totals are

RMC:

State budget line item	0
RMPIF - distribution 1	\$250,000
RMPIF - distribution 2	\$138,917

\$388,917 Total

MAERDAF:

State budget line item	\$167,000
RMPIF - distribution 1	\$250,000
RMPIF - distribution 2	\$138,917

\$555,917 Total

For the RMC, the additional operating funding will go towards building capacity of the organization in order to better meet its mission. Key activities will include: expanding the office staff to create third position allowing for better oversight of the grant programs, expanding committee activities to better assess the environment of rural communities, hiring technical assistance in order to better administer successful grants and conducting research of rural issues.

Currently, the RMC employs two key staff members, an Executive Director and an Administrative and Communications Assistant. The Executive Director functions as the chief executive officer and has overall management responsibility for the successful operation of the Council. The Director executes the policies, programs and agenda established by the RMC Executive Board and fosters an environment that facilitates broad support for the mission of the Council and for helping rural people to improve the quality of their lives. The Administrative and Communications Assistant is an administrative level position with responsibility for administrative projects, communications and performing meeting planning functions of the RMC. The proposed additional staff will be a Program Administrator/Policy Analyst position that will help administer RMPIF and MAERDAF grants as well as research and develop policy recommendations.

The RMC currently convenes four active committees: the Joint Planning and Development Committee, the Legislative Committee, the Health Care Committee and the RMPIF Committee. Each committee meets frequently and makes recommendations to the RMC Executive Committee and reports to the RMC Executive Board. Strengthening these activities will help improve the Council's responsiveness to rural communities. The reactivation of the Agriculture and Natural Resources Committee is planned in the coming year.

Particularly in the areas of health care and infrastructure, the Council may need to hire outside consultants to help develop and evaluate successful grant applications. While the RMC hosts information sessions around the State in order to let communities know of the availability of funds, much time is spent working with prospective applicants on developing successful projects. By providing technical assistance, more time will be spent on developing strong and impactful projects.

One area that has been identified is the need for rural-specific data to help service providers, local governments and residents better understand issues and trends that impact rural communities. The Council currently hosts an interactive tool on its website (rural.maryland.gov) to track the general health of individual rural counties and regions in Maryland. The Council also supports a survey of rural Maryland middle and high school students. Administered through the public school system, the Council and its partners ask students general questions regarding their perceptions of their communities, whether they plan to stay in their communities and whether they are active in community activities. This information is shared with the public school system, local higher education institutions and other community groups. The Council would like to expand upon this work in other regions of the state where youth surveys have not yet been conducted and facilitate the Youth Engagement Strategies which have come from the research, thus far.

For the coming year, the Council would like to undertake a research project related to the intergenerational transfer of wealth in rural communities. In supporting place-based economic and community development strategies, a transfer of wealth analysis could help rural communities embrace change and envision a strong future. Communities that understand this trend can capture some of their lost wealth, and that can lead to successful development strategies and outreach programs to ensure that accumulated wealth can remain in our rural communities.

The Rural Maryland Council looks forward to a productive Fiscal Year 2017. We offer our thanks to Governor Larry Hogan for including funding for RMPIF in his initial budget and to the Maryland General Assembly for their support for rural communities.

The proposed FY 2017 RMC budget:

	PCA	FY 2017 Budget
General Fund Revenues	38101	\$ 2,167,000.00
Special Fund Carry Over	38109	
Special Funds - Racing Revenue	38103	
RMC Operating	38101	\$ 388,917.00
MAERDAF	39101	\$ 388,917.00
Regional Councils		\$ 555,667.00
Infrastructure		\$ 277,833.00
Entrepreneurship		\$ 277,833.00
Health Care		\$ 277,833.00
TOTAL Revenue		\$ 2,167,000.00
Expenses	Obj	FY 2017 Budget
Salaries	0101	\$ 180,000.00
SSN	0151	\$ 14,000.00
Unemployment	0174	\$ 600.00
Professional Development		\$ 5,500.00
Total Personnel Expenses		\$ 200,100.00
Other Operations		
Postage	0301	\$ 750.00
Telephone (Conf. Calls)	0302	\$ 750.00
Instate Routine Ops	0401	\$ 5,717.00
In State/Conf./Training (Board Meetings)	0402	\$ 5,500.00
Motor Pool mileage	0706	\$ 2,500.00
Out of State	0404	\$ 1,500.00
Printing and Reproduction	0804	\$ 7,000.00
Constant Contact	0862	\$ 1,100.00
Xerox	0838	\$ 1,000.00
Office Supplies	0902	\$ 3,500.00
Association Dues	1305	\$ 1,500.00
Legislative Committee - Issue Forums outreach		\$ 8,000.00
Health Care Committee		\$ 8,000.00
Board Development		\$ 5,000.00
Marketing and Promotion		\$ 19,000.00
Grants, Subsidies, and Constituent Outreach		\$ 53,000.00
Conf. Sponsorships (RRTs, MRHA)	0899	\$ 10,000.00
Summit – Fall convening		\$ 10,000.00
Misc. Contract Services (Rural Stat)	0899	\$ 20,000.00
Research		\$ 45,000.00
Other projects		
Total RMC Operations		\$ 388,917.00

Performance Measures for the Rural Maryland Prosperity Investment Fund

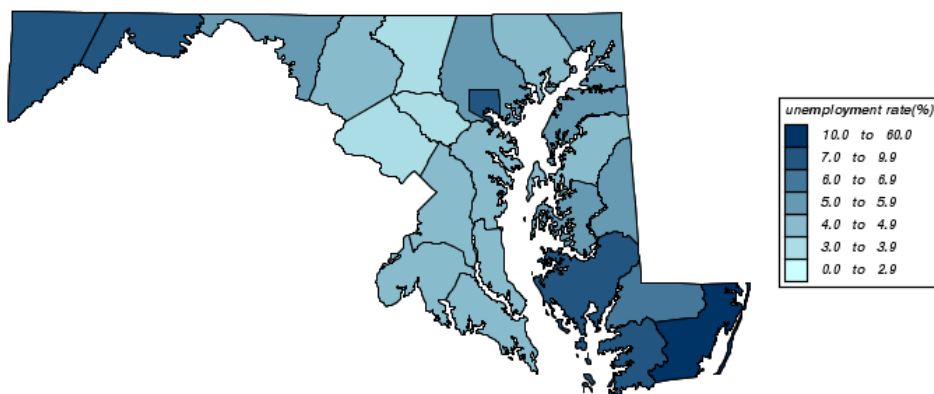
The vision of the Rural Maryland Council and RMPIF is that by the Year 2030, Marylanders living in rural communities are achieving success in education and employment, have access to quality and affordable health care and other vital services, and live in an environment where civic and business entrepreneurship thrives, and where natural and cultural resources are being sustained for future generations. The common perception of Rural Maryland as pleasant, sparsely populated small towns dotting a pastoral landscape of farms and forests tends to mask the reality that many of these communities face serious challenges.

Economic and technological dislocation, and increasingly exurban-type sprawl residential development pose continued challenges. Agricultural and other resource-based industries continue to underpin local economies but are increasingly under threat from national and international competition, and regulatory influences. A lack of affordable, high-speed broadband services puts the more outlying communities at a tremendous economic development disadvantage. And a persistent lack of decent paying job opportunities (and the related local tax base ramifications) places many rural county and municipal governments under great stress as they attempt to meet all the community development and human services needs of their citizens.

It is the hope for this program that RMPIF funding will provide support to produce both short and long term impacts in rural communities and will promote strategic planning by the communities to fund and address their needs. It is also the intent to encourage rural entities to work together in a collaborative fashion. As a way to measure the impact of the State's investment as well as to guide applications and project performance, several key sector measurements will be considered.

Unemployment rates

Maryland's rural areas report the State's highest unemployment rates. As of March 2016, Worcester County reported the highest unemployment rate of 12.4%, almost 8 percentage points above the State's average. The other Lower Shore counties, Somerset and Dorchester, also report the State's next highest unemployment rates followed by the Western Maryland counties of Garrett and Allegany.



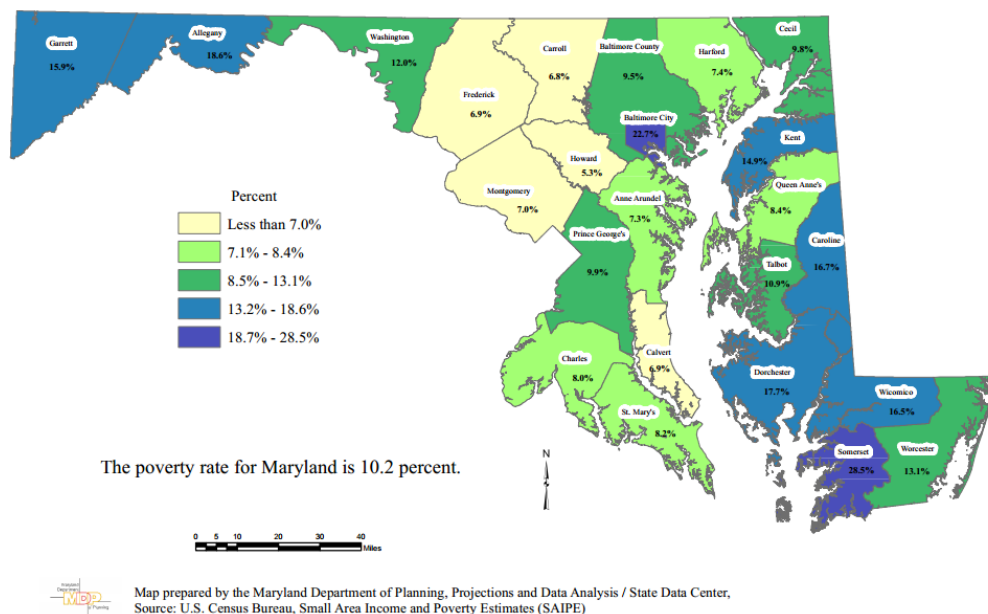
Source: US Department of Labor, Local Area Unemployment Statistics

Additionally, many rural residents must travel outside of their home counties, often great distances. Those rural counties located closest to the suburban core such as Frederick, Carroll and Harford counties, report the highest rate of inter-county commuting. Creating more local jobs in rural counties will improve the quality of life.

Poverty Rates

Rural Maryland reports the State's highest poverty rate in Somerset County (28.3%). Outside of Baltimore City, the majority of the State's poor reside in rural areas.

Percent Population in Poverty for Maryland's Jurisdictions, 2013



Other performance measures for consideration include:

- increased investment in rural regions by private foundations and federal agencies
- reduction of outmigration by rural residents and, in particular, younger populations
- increase of sales and profits to specific industry sectors including agricultural products
- increased delivery of rural broadband
- increased access to and use of telemedicine
- Increased number of clinical encounters with health care providers and diagnostic referrals
- reductions in rural deaths attributed to stroke, heart disease, substance abuse, suicide and chronic diseases such as diabetes
- Increased number of newly created businesses and retention of current businesses
- Increased number of health care providers and retention of current providers

For our rural service providers, a number of different sources exist to develop measurable outcomes. The United States Department of Transportation, Federal Highway Administration offers full examples

with tables and strategies on supporting sustainable rural communities and outlines performance measures for success. These strategies can be found at:

http://www.fhwa.dot.gov/planning/publications/sustainable_rural_communities/page06.cfm

From the Center for Governmental Studies at Northern Illinois University, other key ingredients in successful measurements highlight the importance of linking the measures to the strategic planning process. (Report located at http://cgs.niu.edu/publications/Blanke_Walzer_Measuring_CD.pdf) “Two prevalent models of outcome measurement can be described as universal measures where quantitative data are used to assess progress toward goals common to many communities and contingent measures where qualitative data indicate progress toward goals unique to one community.” For economic development, practices and policies are generally designed to improve the quality of life in an area by increasing the following economic development measures: income, job choices, activity choices, stability, and amenities. An example is listed below.

Table 3.1: Economic Development Performance Measure Matrix

Performance Measure	Description	Source/Reference	Advantages	Disadvantages
Business expansion	Number of new businesses attracted to the area	NCHRP Report 456	1. Reveals attractiveness of community to business 2. Data can be obtained	
Business retention	Median number of business years (average number of years businesses operating in community)	NCHRP Report 456	Reveals attractiveness of community to business	Interpretation may vary
Capital investment	Amount of capital investment a business would make within the community	NCHRP Synthesis 290	Distinguishes between short-term and long-term investment	Can be difficult to measure
Economic stability	1. Gross Regional Product 2. Stability of number of jobs and income	NCHRP Report 456	Indicates community stability	1. Difficult to measure 2. Interpretation may vary
Number of activities	Includes retail, entertainment, commercial, and hospitality	NCHRP Report 456	1. Data are easily obtained 2. Reveals amenities within the area	Can be subjective in measurement
Number of businesses	Includes retail, industrial, manufacturing, commercial, etc.	NCHRP Report 456	1. Data are easily obtained 2. Reveals amenities within the area	1. May not reveal quality of business 2. Hard to determine temporary vs. permanent business investment
Number of jobs	Number of new jobs created within (or accessible to) an area	NCHRP Synthesis 290	1. Easy to measure 2. Direct relationship	May not distinguish between basic and service jobs
Total income	Total income earned by workers in a community	NCHRP Synthesis 290	Easy to measure (where data are available)	May not reflect average income per worker
Average income	Total income earned by workers in a community divided by the total number of workers located in the community	NCHRP Synthesis 290	Easy to measure (where data are available)	
Output per capita	Total output created in a community divided by the number of employees of that community	Department of Economics, University of Washington	1. Monetary value 2. Data are easily accessible	May not show the actual employment state of the community
Property appreciation	Increase in the value of land and improvements in a community	NCHRP Synthesis 290	Data can be obtained	
Absolute amount of poverty in an economy	HHS poverty guidelines for 2007 indicates that the threshold for a single person under the age of 65 is US\$10,210	Department of Economics, University of Washington	1. Easily obtained through databases 2. Standardized threshold across the country	Does not indicate community profile (wealthy area vs. poor area)

Many of these measures have both advantages and disadvantages that must be discussed in more detail for a comprehensive understanding.

NCHRP-National Cooperative Highway Research Program

Source: “Economic development performance measures and rural economic development in Indiana”, Sharkey, Jennifer and Jon Fricker, 2009, <http://docs.lib.purdue.edu/cgi/viewcontent.cgi?article=2638&context=jtrp>

As part of the evaluation and reporting process, all RMPIF applicants will be required to present measurable and reasonable outcomes. The Council will continue to develop performance measures to be applied to the RMPIF program which will be submitted with the January 1, 2017 report.

Rural Maryland Prosperity Investment Fund

Grant Guidelines and Criteria

Rural Regional Planning and Development Councils

Overview: The objective of the Rural Maryland Prosperity Investment Fund is to help raise the overall standard of living in rural areas to a level that meets or exceeds statewide benchmark averages by 2030, while preserving the best aspects of a pastoral heritage and rural way of life. Resources provided to the Fund are designed to facilitate significant targeted investments in important economic and community development programs and promote regional and intergovernmental cooperation. These investments will also enable local and regional public and nonprofit organizations to leverage additional non-state financial and human resources to facilitate the realization of sustainable rural development objectives. The Fund will serve the interests of the entire State by:

- encouraging the increase of entrepreneurial activity and commerce and a balanced economy in the State;
- relieving conditions of unemployment and underemployment in rural areas;
- assisting in the retention of valuable farm and forest land for productive use by present and future generations;
- promoting intergovernmental cooperation and public sector/private sector partnerships in and between rural and other areas;
- enhancing the deployment of housing, transportation, water, wastewater, and broadband communications infrastructure and services in rural areas;
- supporting rural commercial center redevelopment and community revitalization efforts; and
- generally promoting the health, happiness, safety, employment opportunity, and general welfare of the residents of each of the rural counties and municipal corporations of the State.

Regional Councils: The General Assembly has established five regional planning and development councils to concentrate on the needs of specific rural regions and ensure that those areas are not overlooked in public policy discussions. Each council serves a three-county area that is geographically, culturally and socio-economically similar. By working together and ignoring jurisdictional lines when need be, the rural regions have become stronger and more effective in finding solutions to the challenges before them.

The regional councils have brought elected, civic and business leaders in their regions together to help create economic development strategies, preserve and assist agricultural and resource-based industries, obtain federal funding for infrastructure improvements, coordinate and sometimes even manage regional transportation projects (including public transit services), and develop support for a diverse set of public policy initiatives.

Rural regional planning and development assistance will provide grants specifically for projects and activities of the five rural regional planning and development councils and for other multi-

county rural improvement efforts. The Councils have established strategic needs within the rural communities which will be reflected in the approved grant agreements.

Fiscal Year 2017: For Fiscal Year 2017, the State has budgeted \$555,667 in General Funds for the Regional Council portion of the RMPIF program.

Guidelines and Criteria for FY 2017 Regional Council RMPIF Grant Applications

Eligible Applicants: Tri-County Council of Western Maryland, Tri-County Council of Southern Maryland, Upper Shore Regional Council, Mid-Shore Regional Council, Tri-County Council of the Lower Eastern Shore of Maryland and multicounty efforts serving rural communities in areas not served by the regional councils.

Grant Amounts: Each regional council is eligible to receive up to \$111,133 in FY 2017 for rural regional planning and development assistance. The Maryland Agricultural Education and Rural Development Assistance Fund Grant Review Board will review any applications that may be received from a multicounty effort (Frederick, Carroll and Harford Counties) in areas not served by an existing regional council.

Changes and Unused Funds: Only very minor changes in scope are allowed after a grant has been awarded. Some project timelines can also be modified. Unused grant funds must be returned to the Rural Maryland Council no later than July 13, 2017.

Grant agreements: Awardees are required to execute a grant agreement. A sample blank grant agreement is included as Attachment A.

Record keeping: Grantees are required to record expenditures and file an interim and final report with the RMC. Reporting guidelines are included as Attachment B.

Please contact the RMC Executive Director at (410) 841-5772 for any administrative guidance. For more background, see: www.rural.maryland.gov

Thank you for applying to the Rural Maryland Prosperity Investment Fund.

Application Deadline: August 15, 2016
Awards will be announced to the public by: October 14, 2016

Attachment A

GRANT AGREEMENT FOR DISBURSMENT OF FY 2017 RMPIF AWARDS

Grantee Name: «Grantee_POC_Organization»
Address: «Grantee_POC_Address»
Federal ID Number: «Federal_Tax_ID_Number»

Fiscal Contact: «Grantee_POC_First_Name» «Grantee_POC_Middle_Name» «Grantee_POC_Last_Name»«Grantee_POC_Suffix»	Project Contact: «Project_POC_Courtesy_Title» «Project_POC_First_Name» «Project_POC_Middle_Name» «Project_POC_Last_Name»«Project_POC_Suffix»
Organization: «Grantee_POC_Organization» Address: «Grantee_POC_Address» City, State Zip: «Grantee_POC_City», «Grantee_POC_State» «Grantee_POC_Zip» Phone: «Grantee_POC_Phone» Fax: «Grantee_POC_Fax» Email: «Grantee_POC_Email»	Organization: «Project_POC_Organization» Address: «Project_POC_Address» City, State Zip: «Project_POC_City», «Project_POC_State» «Project_POC_Zip» Phone: «Project_POC_Phone» Fax: «Project_POC_Fax» Email: «Project_POC_Email»

The Rural Maryland Prosperity Investment Fund (the “Fund”) provides funding to rural regional planning and economic development organizations, rural entrepreneurship and healthcare programs, institutions of higher education and advanced technology centers at community colleges, as described in State Finance and Procurement Article, Section 2-206 Annotated Code of Maryland (the “Act”). Under the Act, the Rural Maryland Council (“RMC”) (the “Grantor”) has designated the Maryland Department of Agriculture (the “Administering Agency”) to administer the grant with the above named organization. The Administering Agency has designated the following to be its official contact: Karen Fedor, Senior Agricultural Marketing Specialist, Maryland Department of Agriculture, 50 Harry S. Truman Parkway, Annapolis, MD 21401 or Karen.Fedor@maryland.gov. The following conditions apply.

Grantor and Grantee agree as follows:

The purpose of this Agreement is to provide a grant of «Amount_In_Words» («Amount_Awarded») to Grantee to assist in achieving the overall project and/or programmatic goals set forth in the Grantee’s FY 2017 RMPIF Grant Application and referenced in the Scope of Work and Deliverables (“Exhibit 1”) attached to this Agreement and incorporated herein. Specifically, these funds are to be used for those Deliverables as outlined in Exhibit 1.

Significant changes in the scope of work are not permitted. Minor changes that adhere to the original intent of the grant and maintain the essential integrity of the grant’s purpose may be allowed provided the Grantor and the Administering Agency agree that such changes are consistent with the Board’s intent.

Performance under this Agreement can commence as early as **July 1, 2016** and continues until agreed upon services are completed, but in any case no later than **June 30, 2017**. Upon execution of this Agreement and receipt of "Request for Disbursement" ("Exhibit 2"), the Administering Agency will approve **disbursement of 100 percent** of the Grant funds to Grantee.

Reporting: The Grantee shall provide an interim programmatic and financial report no later than **January 25, 2017** to the Administering Agency. The Grantee shall provide a final programmatic and financial report to the Rural Maryland Council and the Administering Agency Representative no later than **July 31, 2017**.

Interim and final reports shall include **original documentation or certification verifying all grant fund expenditures**, to date. Interim reports shall include a forecast of expenses for the remainder of the grant period. Any overpayment or unspent funds shall be returned to the Grantor in conjunction with the final grant report.

Interim and final reports must be submitted by email to both the Rural Maryland Council and Administering Agency in Microsoft Word, PDF and/or Excel document format. Electronic copies may include scans of the documentation required to verify use of grant funds.

By signing this agreement, the Grantee certifies that it:

- Complies with all applicable federal, state, and local law, including laws relating to discrimination in employment;
- Complies with Maryland's policy concerning drug and alcohol free work places, as set forth in COMAR 01.01.1989.18 and 21.11.08 and shall remain in compliance throughout the term of this agreement.

General Provisions:

If Grantee's annual revenue exceeds \$300,000 during the preceding fiscal or calendar year, Grantee shall provide to the RMC and the Administering Agency a copy of a certified financial audit report. If Grantee's annual revenue does not exceed \$300,000 during the preceding fiscal or calendar year, Grantee shall provide a detailed statement of annual revenues and expenditures including a copy of the federal 990. Universities and local governments may provide alternative financial information as approved by the Maryland Agricultural Education and Rural Development Assistance Fund Grant Review Board.

Inspection of Records. Grantee shall allow any duly authorized representative of the Administering Agency or the State of Maryland (the "State") to inspect and audit, at reasonable times, all records and documents of the Grantee relating to this Grant, which records shall be retained by Grantee for at least three years after the termination of this Agreement. Grantee shall also submit such other reports or information as the Administering Agency requires.

Acknowledgement. Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials relating to activities of the project supported by this Grant Funding Agreement to include publications and ads on the web and in print. Any organization receiving funds from the RMC shall give credit to the RMC whenever and wherever credit is being given, including written, oral, broadcast and internet. To ensure proper credit to the RMC Grantees shall:

- Use the RMC's name and logo on printed materials related to the grant,

- Link to the RMC website from your organization's website,
- Include the RMC logo on event signage or publications at your events,
- Acknowledge our support in Power Point presentations, videos or reports,
- Make an announcement at one of your regular/special events or meetings,
- Mention the RMC's support in print, radio or television interviews you give about the organization, program or project.

Grantee's Certifications. As an inducement to Administering Agency to make the Grant, Grantee hereby certifies and warrants that:

Grantee has all requisite power and authority to enter into this Agreement.

This Agreement has been executed and delivered by Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of Grantee.

Amendment. This Agreement, or any part hereof, may be amended from time to time only by written instrument executed by the Grantee, the RMC and the Administering Agency.

Assignment. Without the prior written approval of Administering Agency, the Grantee may neither assign all or any of the benefits of, nor delegate all or any of the duties imposed by this Agreement.

Default. A default shall consist of any breach of any of Grantee's covenants, agreements, warranties or certifications in this Agreement.

Remedies Upon Default.

(a) Upon the occurrence of any default, the Administering Agency shall have the right to terminate this Agreement by written notice to Grantee. In the event of termination, Grantor may require Grantee to repay to RMPIF within thirty days of receipt of written notice of default all Grant funds which have been disbursed to Grantee, and Grantee shall have no right to receive any undisbursed Grant Funds.

(b) In addition to the rights and remedies contained in this Agreement, the Administering Agency may at any time proceed to protect and enforce all rights available to Administering Agency by suit in equity, action at law, or by any other appropriate proceedings, which rights and remedies shall survive the termination of this Agreement.

Indemnification. Grantee releases the Administering Agency, Grantor and the State, and its employees or agents from, agrees that the Administering Agency, Grantor and the State, and its employees or agents shall not have any liability for, and agrees to protect, indemnify and save harmless the Administering Agency, Grantor and the State, and its employees or agents from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature incurred by, or asserted or imposed against, all or any of them, as a result of or in connection with the Grant. All money expended as a result of such liabilities, suits, actions, claims, demands, losses, expenses or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall constitute an indebtedness of Grantee and shall be immediately and without notice due and payable by Grantee to Grantor, Administering Agency, or the State, and/or its employees or agents, as their interests may appear.

Entire Agreement. This Agreement represents the complete, total and final understanding of the parties and no other understanding or representations, oral or written, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto at the time of execution.

WITNESS:

«Grantee_POC_Organization»

By: _____

Printed Name: _____

Name: _____

Title: _____

WITNESS:

Maryland Department of Agriculture

By: _____

Printed Name: _____

Name: _____ Karen Fedor _____

Title: Senior Agricultural Marketing Specialist _____

**FY 2017 Rural Maryland Prosperity Investment Fund
Grant Agreement**

Exhibit 1

Name of Grantee Organization: «Grantee_POC_Organization»

Amount Awarded: «Amount_Awarded» **Amount Requested:**
«RMPIF_Amount_Requested»

Scope of Work Summary:

«Scope_of_Work»

Deliverables:

«Deliverables»

Exhibit 2: Request for Disbursement

Send Check To: «Grantee_POC_Courtesy_Title» «Grantee_POC_First_Name»
«Grantee_POC_Middle_Name» «Grantee_POC_Last_Name»«Grantee_POC_Suffix»
«Grantee_POCs_Title»
«Grantee_POC_Organization»
«Grantee_POC_Address»
«Grantee_POC_City», «Grantee_POC_State» «Grantee_POC_Zip»

Grant Period:	08/01/2016 to 06/30/2017
Period Covered:	FY 2017

Grantee Representative	Administering Agency Representative	RMC Representative
	Karen Fedor	Charlotte Davis
Name (please print)	Name (please print)	Name (please print)
	Senior Ag Marketing Specialist	Executive Director
Title	Title	Title
Date	Date	Date
Signature	Signature	Signature
		PCA 39101
		Obj. Code 1207

Attachment B

Grant Reporting Guidelines

Formatting Notes

Reports should be typed in 12-point font (Times New Roman, Calibri or similar), single-spaced, with one-inch margins on all sides. Pages should be numbered and include number of pages in the report (for example, page 1 of 6). Reports should be e-mailed to the following addresses:

- rmc.mda@maryland.gov
- Charlotte.Davis@maryland.gov

Cover Page

Please include a cover page for your report. This page should include:

- Organization name and contact information (full address, including mailing address if different, telephone number, and website)
- Type of report (interim or final)
- Report date
- Federal tax-exempt number. If not a 501(c)(3) nonprofit, provide fiscal agent's contact information and federal tax-exempt number
- Period that this report covers

Report Narrative

Please include these items in your report narrative:

- The dollar amount of this grant.
- The funding period of this grant (as outlined on page one of the Grant Agreement).
- Name, title, telephone number, and email address of CEO or executive director
- Name, title, telephone number, and email address of contact person for this report (if different)
- Signature of executive director or other authorizing official

Goal	Measurable Objectives
Connect with X number of new individuals	Conducted three (3) community information sessions (give dates of number of individuals in attendance). How many have continued in the program?
Reduce attrition from program	No less than 85% attend at least 8 of 10 sessions
Achieve diverse participation in program	A minimum of 50% women, 25% minority Maryland demographics: 49% Male, 51% Female 76% White, 20% Black, 3% Hispanic, 1% Asian/Other
Establish new businesses in the region	3 new businesses per course, 6 total for year
Create new jobs in the region	6 new jobs per course, 12 total for year
Return on investment	1 new job per ≈ \$5,000.00 spent on program overall 1 new job per \$1,243.54 of MAERDAF funding

The report narrative should tie back to the scope of work outlined in your original application and referenced in the Scope of Work and Deliverables ("Exhibit 1") listed in your Grant Agreement. It should also address the "Table of Goals and Measurable Objectives" outlined in your original application. An example of a previously submitted Table is provided below.

Answer these questions in your report.

- What progress have you made toward achieving the results you described in your proposal during this period? What evidence do you have to demonstrate your success? If you did not achieve your intended results, why not?
- What do you consider to be the greatest strength(s) of your work? What do you consider to be the most important concern(s) – apart from finances – currently facing your organization (or project, if you received project support)? How many jobs were created or retained? If applicable, how many volunteer hours were created?
- Have there been any significant changes in your organization or the project since the grant was awarded (i.e., executive leadership, staff, facilities, location)?
- As applicable, describe any plans for moving forward. What, if anything, will you do differently?
- What are the organization's two (2) most significant financial challenges and how are you planning to address them?

Financial Information and Attachments

As outlined in the grant agreement, interim and final reports shall include **original documentation or certification verifying all grant fund expenditures, to date**. Interim reports shall include a forecast of expenses for the remainder of the grant period. Any overpayment or unspent funds shall be returned to the Grantor in conjunction with the final grant report.

For general support grants:

- Organization budget as submitted in the original proposal and actuals for this period. Explain any significant variances
- List the organization's three largest funding sources during this period

For project support grants:

- Organization and project budgets as submitted in the original proposal and actuals for this period. Explain any significant variances
- List other funding sources and amounts received for this project during this period

Attachments

Feel free to include copies of press releases, articles, event announcements or materials that demonstrate or support the information outlined in the report narrative.

Additionally, as outlined in the original Grant Agreement, interim and final reports should provide documentation to demonstrate the Grantee has acknowledged funding by the RMC. Refer to item number three Acknowledgement under the section titled General Provisions, which states in part, "...the Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials relating to activities of the project supported by this Grant Funding Agreement ..."

Please call our offices at (410) 841-5772 with any questions or comments.

Rural Maryland Prosperity Investment Fund Grant Guidelines and Criteria

Rural Entrepreneurship Development

Overview: The objective of the Rural Maryland Prosperity Investment Fund is to help raise the overall standard of living in rural areas to a level that meets or exceeds statewide benchmark averages by 2030, while preserving the best aspects of a pastoral heritage and rural way of life. Resources provided to the Fund are designed to facilitate significant targeted investments in important economic and community development programs and promote regional and intergovernmental cooperation. These investments will also enable local and regional public and nonprofit organizations to leverage additional non-state financial and human resources to facilitate the realization of sustainable rural development objectives. The Fund will serve the interests of the entire State by:

- encouraging the increase of entrepreneurial activity and commerce and a balanced economy in the State;
- relieving conditions of unemployment and underemployment in rural areas;
- assisting in the retention of valuable farm and forest land for productive use by present and future generations;
- promoting intergovernmental cooperation and public sector/private sector partnerships in and between rural and other areas;
- enhancing the deployment of housing, transportation, water, wastewater, and broadband communications infrastructure and services in rural areas;
- supporting rural commercial center redevelopment and community revitalization efforts; and
- generally promoting the health, happiness, safety, employment opportunity, and general welfare of the residents of each of the rural counties and municipal corporations of the State.

Entrepreneurship: Between one-third and two-thirds of any economy's growth is attributable to entrepreneurial activity. Finding ways to transform the resourcefulness, innovation and self-reliance that is so often found in rural communities into growing, innovative businesses is a challenge many rural economic development professionals are increasingly embracing as an effective and important strategy for growing the tax base, expanding economic opportunities, and creating sustainable local economies.

Because of the strong correlation between a high level of entrepreneurship and high economic growth, rural entrepreneurship may well be the best economic development option for communities where citizens are typically poorer, older and more isolated from markets than their urban or suburban counterparts.

Traditional economic development strategies that tend to focus on recruiting larger companies to relocate their operations to the region may not work in rural communities which often do not have the infrastructure or skilled or low-wage labor force necessary to attract or keep big employers. Focusing more on helping existing businesses grow and new businesses start offers better long-term prospects for many rural areas.

The Rural Maryland Prosperity Investment Fund will promote entrepreneurship and assist efforts that provide training and technical assistance to the entrepreneurs who can help build

prosperous and sustainable rural communities by creating jobs, raising incomes, creating wealth and improving the quality of life.

Rural entrepreneurship development would provide matching grants for entrepreneurial development activities of rural-serving nonprofit organizations and higher education institutions. Entrepreneurship, a key economic development strategy, supports existing rural business sectors (including agriculture and tourism), as well as innovation in technology and other economic development areas.

Decisions: Grant award determinations are made by the independent Maryland Agricultural Education and Rural Development Assistance Fund Grant Review Board set by law and consisting of the Secretaries (or their designee) of the Departments of Agriculture, Business and Economic Development (now Commerce), Health and Mental Hygiene, Housing and Community Development and Natural Resources as well as the Chair (or the designee) of the Rural Maryland Council. Decisions by the MAERDAF Grant Review Board are final and binding.

Fiscal Year 2017: For Fiscal Year 2017, the State has budgeted \$ 277,833 in General Funds for the Entrepreneurship portion of the RMPIF program.

Please contact the RMC Executive Director at (410) 841-5772 for any administrative guidance. For more background, see: www.rural.maryland.gov

Application Deadline: August 15, 2016
Awards will be announced by: October 14, 2016

Guidelines and Criteria for FY 2017 Entrepreneurship RMPIF Grant Applications

Eligible Applicants: Applicants must be a local government, institute of higher education, regional council, or be a 501(c)(3) IRS tax designation or similar and serve a regional or statewide rural constituency. Community Colleges, Career Technology Centers, Regional Councils and Libraries are eligible applicants. The applicant does not have to be located in a rural area or in the area it serves.

For non-profits, applicants must be in "Good Standing" with the State of Maryland. Go to <http://sdat.resiusa.org/UCC-Charter/Pages/CharterSearch/default.aspx> to find if your organization is in good standing with the State of Maryland. We do not require a copy of the certificate; it is sufficient to provide a screen shot and attach it with your application AS LONG AS IT SHOWS WHETHER THE ENTITY IS CURRENTLY IN GOOD STANDING. An explanation for an entity not in good standing must be included with the application otherwise, the application will be rejected.

Eligible Projects: To be eligible, **proposals should be regional (two or more counties) or intergovernmental (meaning two units of government)** and be completed between August 1, 2016 and June 30, 2017.

Rural counties: State-determined rural counties are: Allegany, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Kent, Queen Anne's, St. Mary's, Somerset, Talbot, Washington, Wicomico and Worcester. Regional projects may include non-rural counties; the majority of service must be provided in rural areas.

Grant Amounts: There is no maximum grant amount; however the Grant Review Board would optimally fund six entrepreneurial projects in FY 2017. Past and current MAERDAF grantees are eligible for a FY 2017 grant if they have met all the requirements of their previous grant agreements, including reporting deadlines.

Eligible Expenditures: The MAERDAF Grant Review Board considers each expenditure as it is detailed in the Application Attachment A.

Salaries and Wages are allowable expenses. It is strongly encouraged to include a statement on sustainability for future years.

Administrative costs including construction, leasing and renovation of buildings are eligible expenses. Acquisition of land is not. The purchase or rental of vehicles are eligible expenses. The purchase of equipment is an eligible expense. These administrative expenses should not exceed more than 25% of the grant request.

Meals are allowable if the costs are reasonable and a justification is provided that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants.

Indirect administrative costs are capped at 10%.

Ineligible Expenditures: Contributions, donations or subsequent subawards to third parties are ineligible expenses.

Organized fundraising including financial campaigns, solicitation of gifts or bequests, or similar expenses incurred to raise capital or obtain contributions regardless of the purpose for which the funds will be used are ineligible.

Preferences: Applicants must secure equal matching cash funds from non-state sources. Federal funds are considered matching cash funds. RMPIF funds will not be released until proof of a match is submitted.

Changes and Unused Funds: Only very minor changes in scope are allowed after a grant has been awarded. Some project timelines can also be modified. Unused grant funds must be returned to the Rural Maryland Council no later than July 13, 2017.

Ranking Criteria: The Grant Review Board uses the following criteria in reviewing applications.

Basic Criteria: Applicant meets all basic eligibility requirements – it serves a regional (multi-county) or statewide rural constituency; is a community college or institution of higher education; or is intergovernmental.

Applicant has clearly identified a well substantiated need and developed a Scope of Work that clearly describes specific project activities and how a RMPIF grant will be used.

Specific goals and measurable objectives were clearly stated and appear to be achievable. Goals are specific, measurable, achievable, reasonable and time-bound. Its Mission Statement is included and lends itself to the activities and goals addressed in the proposal.

The organization has the experience, expertise and resources to deliver on this scope of work. Operational and line-item budgets were included and seem reasonable.

The applicant has equal cash matching funds from non-state sources.

Other organizations, businesses, agencies and/or other community-based entities have expressed strong support for the organization's work and planned grant activities. Letters of support and other supportive materials (newspapers articles, etc.) were included.

Project/proposal falls under one or more of the following priorities (entrepreneurship, infrastructure or health care) and clearly defines a designated benchmark and outcome associated with the Rural Maryland Prosperity Investment Fund.

Grant agreements: Awardees are required to execute a grant agreement. A sample blank grant agreement is included as Attachment A.

Record keeping: Grantees are required to record expenditures and file an interim and final report with the RMC. Reporting guidelines are included as Attachment B.

How to Submit Your Application Packages

A complete RMPIF Application includes:

- A completed application form (download the form by going to <http://rural.maryland.gov/maerdaf/>)
- A project narrative no more than 5 pages long (as outlined in Section 2 of the Application), and
- Appendix Attachments A through F (as outlined in Section 3 of the Application).

Applications will only be accepted by email.

- Include all required items in ONE Microsoft Word or PDF file, and
- Be sure we receive it by midnight on August 15, 2016. Email your application to: rmc.mda@maryland.gov.
- You will receive an acknowledgement that your application has been received. If you do not receive an acknowledgement, contact our office at (410) 841-5772.

Don't let your application be declared ineligible on a technicality:

Applications received after the deadline will not be accepted and will be deemed ineligible.

Incomplete or illegible applications will be deemed ineligible. Double check your materials to ensure all attachments are included, all information is clearly written, all budget numbers add up, and all scans are legible.

All applicants will be notified of the status of their application no later than September 14, 2016.

If you have any questions, please contact Charlotte Davis, Executive Director of the Rural Maryland Council at charlotte.davis@maryland.gov or (410) 841-5774.

Thank you for applying to the Rural Maryland Prosperity Investment Fund.

Attachment A

GRANT AGREEMENT FOR DISBURSMENT OF FY 2017 RMPIF AWARDS

Grantee Name: «Grantee_POC_Organization»
Address: «Grantee_POC_Address»
Federal ID Number: «Federal_Tax_ID_Number»

Fiscal Contact: «Grantee_POC_First_Name» «Grantee_POC_Middle_Name» «Grantee_POC_Last_Name»«Grantee_POC_Suffix»	Project Contact: «Project_POC_Courtesy_Title» «Project_POC_First_Name» «Project_POC_Middle_Name» «Project_POC_Last_Name»«Project_POC_Suffix»
Organization: «Grantee_POC_Organization» Address: «Grantee_POC_Address» City, State Zip: «Grantee_POC_City», «Grantee_POC_State» «Grantee_POC_Zip» Phone: «Grantee_POC_Phone» Fax: «Grantee_POC_Fax» Email: «Grantee_POC_Email»	Organization: «Project_POC_Organization» Address: «Project_POC_Address» City, State Zip: «Project_POC_City», «Project_POC_State» «Project_POC_Zip» Phone: «Project_POC_Phone» Fax: «Project_POC_Fax» Email: «Project_POC_Email»

The Rural Maryland Prosperity Investment Fund (the “Fund”) provides funding to rural regional planning and economic development organizations, rural entrepreneurship and healthcare programs, institutions of higher education and advanced technology centers at community colleges, as described in State Finance and Procurement Article, Section 2-206 Annotated Code of Maryland (the “Act”). Under the Act, the Rural Maryland Council (“RMC”) (the “Grantor”) has designated the Maryland Department of Agriculture (the “Administering Agency”) to administer the grant with the above named organization. The Administering Agency has designated the following to be its official contact: Karen Fedor, Senior Agricultural Marketing Specialist, Maryland Department of Agriculture, 50 Harry S. Truman Parkway, Annapolis, MD 21401 or Karen.Fedor@maryland.gov. The following conditions apply.

Grantor and Grantee agree as follows:

The purpose of this Agreement is to provide a grant of «Amount_In_Words» («Amount_Awarded») to Grantee to assist in achieving the overall project and/or programmatic goals set forth in the Grantee’s FY 2017 RMPIF Grant Application and referenced in the Scope of Work and Deliverables (“Exhibit 1”) attached to this Agreement and incorporated herein. Specifically, these funds are to be used for those Deliverables as outlined in Exhibit 1.

Significant changes in the scope of work are not permitted. Minor changes that adhere to the original intent of the grant and maintain the essential integrity of the grant’s purpose may be allowed provided the Grantor and the Administering Agency agree that such changes are consistent with the Board’s intent.

Performance under this Agreement commences on **September 1, 2016** and continues until agreed upon services are completed, but in any case no later than **June 30, 2017**. Upon execution of this Agreement and receipt of "Request for Disbursement" ("Exhibit 2"), the Administering Agency will approve **disbursement of 100 percent** of the Grant funds to Grantee.

Reporting: The Grantee shall provide an interim programmatic and financial report no later than **January 25, 2017** to the Administering Agency. The Grantee shall provide a final programmatic and financial report to the Rural Maryland Council and the Administering Agency Representative no later than **July 31, 2017**.

Interim and final reports shall include **original documentation or certification verifying all grant fund expenditures**, to date. Interim reports shall include a forecast of expenses for the remainder of the grant period. Any overpayment or unspent funds shall be returned to the Grantor in conjunction with the final grant report.

Interim and final reports must be submitted by email to both the Rural Maryland Council and Administering Agency in Microsoft Word, PDF and/or Excel document format. Electronic copies may include scans of the documentation required to verify use of grant funds.

By signing this agreement, the Grantee certifies that it:

- Complies with all applicable federal, state, and local law, including laws relating to discrimination in employment;
- Complies with Maryland's policy concerning drug and alcohol free work places, as set forth in COMAR 01.01.1989.18 and 21.11.08 and shall remain in compliance throughout the term of this agreement.

General Provisions:

If Grantee's annual revenue exceeds \$300,000 during the preceding fiscal or calendar year, Grantee shall provide to the RMC and the Administering Agency a copy of a certified financial audit report. If Grantee's annual revenue does not exceed \$300,000 during the preceding fiscal or calendar year, Grantee shall provide a detailed statement of annual revenues and expenditures including a copy of the federal 990. Universities and local governments may provide alternative financial information as approved by the Maryland Agricultural Education and Rural Development Assistance Fund Grant Review Board.

Inspection of Records. Grantee shall allow any duly authorized representative of the Administering Agency or the State of Maryland (the "State") to inspect and audit, at reasonable times, all records and documents of the Grantee relating to this Grant, which records shall be retained by Grantee for at least three years after the termination of this Agreement. Grantee shall also submit such other reports or information as the Administering Agency requires.

Acknowledgement. Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials relating to activities of the project supported by this Grant Funding Agreement to include publications and ads on the web and in print. Any organization receiving funds from the RMC shall give credit to the RMC whenever and wherever credit is being given, including written, oral, broadcast and internet. To ensure proper credit to the RMC Grantees shall:

- Use the RMC's name and logo on printed materials related to the grant,

- Link to the RMC website from your organization's website,
- Include the RMC logo on event signage or publications at your events,
- Acknowledge our support in Power Point presentations, videos or reports,
- Make an announcement at one of your regular/special events or meetings,
- Mention the RMC's support in print, radio or television interviews you give about the organization, program or project.

Grantee's Certifications. As an inducement to Administering Agency to make the Grant, Grantee hereby certifies and warrants that:

Grantee has all requisite power and authority to enter into this Agreement.

This Agreement has been executed and delivered by Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of Grantee.

Amendment. This Agreement, or any part hereof, may be amended from time to time only by written instrument executed by the Grantee, the RMC and the Administering Agency.

Assignment. Without the prior written approval of Administering Agency, the Grantee may neither assign all or any of the benefits of, nor delegate all or any of the duties imposed by this Agreement.

Default. A default shall consist of any breach of any of Grantee's covenants, agreements, warranties or certifications in this Agreement.

Remedies Upon Default.

(a) Upon the occurrence of any default, the Administering Agency shall have the right to terminate this Agreement by written notice to Grantee. In the event of termination, Grantor may require Grantee to repay to RMPIF within thirty days of receipt of written notice of default all Grant funds which have been disbursed to Grantee, and Grantee shall have no right to receive any undisbursed Grant Funds.

(b) In addition to the rights and remedies contained in this Agreement, the Administering Agency may at any time proceed to protect and enforce all rights available to Administering Agency by suit in equity, action at law, or by any other appropriate proceedings, which rights and remedies shall survive the termination of this Agreement.

Indemnification. Grantee releases the Administering Agency, Grantor and the State, and its employees or agents from, agrees that the Administering Agency, Grantor and the State, and its employees or agents shall not have any liability for, and agrees to protect, indemnify and save harmless the Administering Agency, Grantor and the State, and its employees or agents from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature incurred by, or asserted or imposed against, all or any of them, as a result of or in connection with the Grant. All money expended as a result of such liabilities, suits, actions, claims, demands, losses, expenses or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall constitute an indebtedness of Grantee and shall be immediately and without notice due and payable by Grantee to Grantor, Administering Agency, or the State, and/or its employees or agents, as their interests may appear.

Entire Agreement. This Agreement represents the complete, total and final understanding of the parties and no other understanding or representations, oral or written, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto at the time of execution.

WITNESS:

«Grantee_POC_Organization»

By: _____

Printed Name: _____

Name: _____

Title: _____

WITNESS:

Maryland Department of Agriculture

By: _____

Printed Name: _____

Name: _____ Karen Fedor

Title: Senior Agricultural Marketing Specialist

**FY 2017 Rural Maryland Prosperity Investment Fund
Grant Agreement**

Exhibit 1

Name of Grantee Organization: «Grantee_POC_Organization»

Amount Awarded: «Amount_Awarded» **Amount Requested:**
«RMPIF_Amount_Requested»

Scope of Work Summary:

«Scope_of_Work»

Deliverables:

«Deliverables»

Exhibit 2: Request for Disbursement

Send Check To: «Grantee_POC_Courtesy_Title» «Grantee_POC_First_Name»
«Grantee_POC_Middle_Name» «Grantee_POC_Last_Name»«Grantee_POC_Suffix»
«Grantee_POCs_Title»
«Grantee_POC_Organization»
«Grantee_POC_Address»
«Grantee_POC_City», «Grantee_POC_State» «Grantee_POC_Zip»

Grant Period: 09/01/2016 to 06/30/2017
Period Covered: FY 2017

Grantee Representative	Administering Agency Representative	RMC Representative
	Karen Fedor	Charlotte Davis
Name (please print)	Name (please print)	Name (please print)
	Senior Ag Marketing Specialist	Executive Director
Title	Title	Title
Date	Date	Date
Signature	Signature	Signature
		PCA 39101
		Obj. Code 1207

Attachment B

Grant Reporting Guidelines

Formatting Notes

Reports should be typed in 12-point font (Times New Roman, Calibri or similar), single-spaced, with one-inch margins on all sides. Pages should be numbered and include number of pages in the report (for example, page 1 of 6). Reports should be e-mailed to the following addresses:

- rmc.mda@maryland.gov
- Charlotte.Davis@maryland.gov

Cover Page

Please include a cover page for your report. This page should include:

- Organization name and contact information (full address, including mailing address if different, telephone number, and website)
- Type of report (interim or final)
- Report date
- Federal tax-exempt number. If not a 501(c)(3) nonprofit, provide fiscal agent's contact information and federal tax-exempt number
- Period that this report covers

Report Narrative

Please include these items in your report narrative:

- The dollar amount of this grant.
- The funding period of this grant (as outlined on page one of the Grant Agreement).
- Name, title, telephone number, and email address of CEO or executive director
- Name, title, telephone number, and email address of contact person for this report (if different)
- Signature of executive director or other authorizing official

The report narrative should tie back to the scope of work outlined in your original application and referenced in the Scope of Work and Deliverables ("Exhibit 1") listed in your Grant Agreement. It should also address the "Table of Goals and Measurable Objectives" outlined in your original application. An example of a previously submitted Table is provided below.

Goal	Measurable Objectives
Connect with X number of new individuals	Conducted three (3) community information sessions (give dates of number of individuals in attendance). How many have continued in the program?
Reduce attrition from program	No less than 85% attend at least 8 of 10 sessions
Achieve diverse participation in program	A minimum of 50% women, 25% minority Maryland demographics: 49% Male, 51% Female 76% White, 20% Black, 3% Hispanic, 1% Asian/Other
Establish new businesses in the region	3 new businesses per course, 6 total for year
Create new jobs in the region	6 new jobs per course, 12 total for year
Return on investment	1 new job per ≈ \$5,000.00 spent on program overall 1 new job per \$1,243.54 of MAERDAF funding

Answer these questions in your report.

- What progress have you made toward achieving the results you described in your proposal during this period? What evidence do you have to demonstrate your success? If you did not achieve your intended results, why not?
- What do you consider to be the greatest strength(s) of your work? What do you consider to be the most important concern(s) – apart from finances – currently facing your organization (or project, if you received project support)? How many jobs were retained or created? If applicable, how many volunteer hours were created?
- Have there been any significant changes in your organization or the project since the grant was awarded (i.e., executive leadership, staff, facilities, location)?
- As applicable, describe any plans for moving forward. What, if anything, will you do differently?
- What are the organization's two (2) most significant financial challenges and how are you planning to address them?

Financial Information and Attachments

As outlined in the grant agreement, interim and final reports shall include **original documentation or certification verifying all grant fund expenditures, to date**. Interim reports shall include a forecast of expenses for the remainder of the grant period. Any overpayment or unspent funds shall be returned to the Grantor in conjunction with the final grant report.

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- Organization budget as submitted in the original proposal and actuals for this period. Explain any significant variances
- List the organization's three largest funding sources during this period

For project support grants:

- Organization and project budgets as submitted in the original proposal and actuals for this period. Explain any significant variances
- List other funding sources and amounts received for this project during this period

Attachments

Feel free to include copies of press releases, articles, event announcements or materials that demonstrate or support the information outlined in the report narrative.

Additionally, as outlined in the original Grant Agreement, interim and final reports should provide documentation to demonstrate the Grantee has acknowledged funding by the RMC. Refer to item number three Acknowledgement under the section titled General Provisions, which states in part, "...the Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials relating to activities of the project supported by this Grant Funding Agreement ..."

Please call our offices at (410) 841-5772 with any questions or comments.

**Rural Maryland Prosperity Investment Fund
Grant Guidelines and Criteria**

Regional Infrastructure Projects

Overview: The objective of the Rural Maryland Prosperity Investment Fund is to help raise the overall standard of living in rural areas to a level that meets or exceeds statewide benchmark averages by 2030, while preserving the best aspects of a pastoral heritage and rural way of life. Resources provided to the Fund are designed to facilitate significant targeted investments in important economic and community development programs and promote regional and intergovernmental cooperation. These investments will also enable local and regional public and nonprofit organizations to leverage additional non-state financial and human resources to facilitate the realization of sustainable rural development objectives. The Fund will serve the interests of the entire State by:

- encouraging the increase of entrepreneurial activity and commerce and a balanced economy in the State;
- relieving conditions of unemployment and underemployment in rural areas;
- assisting in the retention of valuable farm and forest land for productive use by present and future generations;
- promoting intergovernmental cooperation and public sector/private sector partnerships in and between rural and other areas;
- enhancing the deployment of housing, transportation, water, wastewater, and broadband communications infrastructure and services in rural areas;
- supporting rural commercial center redevelopment and community revitalization efforts; and
- generally promoting the health, happiness, safety, employment opportunity, and general welfare of the residents of each of the rural counties and municipal corporations of the State.

Infrastructure: Infrastructure improvement – from traditional public facilities like roads and sewage treatment plants to such increasingly important amenities as workforce housing – are vital to healthy, flourishing communities. For instance, about half of the State’s major sewage treatment facilities and 90 percent of small community waste water systems are located in rural areas, and many of these are experiencing difficult problems associated with aging collection and treatment infrastructure.

Rural regional infrastructure projects would provide matching grants for projects that involve two or more units of local government and are related to broadband, water, wastewater, transportation, workforce housing, and commercial/industrial facilities up to 25 percent of the total project cost. Workforce housing is defined as housing targeted to 80 to 120 percent of median income of the community in which the employees work.

Decisions: Grant award determinations on entrepreneurship, infrastructure and health care applications are made by the independent Maryland Agricultural Education and Rural Development Assistance Fund Grant Review Board set by law and consisting of the Secretaries (or their designee) of the Departments of Agriculture, Business and Economic Development (now Commerce), Health and Mental Hygiene, Housing and Community Development and Natural Resources as well as the Chair (or the designee) of the Rural Maryland Council. Decisions by the MAERDAF Grant Review Board are final and binding.

Fiscal Year 2017: For Fiscal Year 2017, the State has budgeted \$277,833 in General Funds for the infrastructure portion of the RMPIF program.

Please contact the RMC Executive Director at (410) 841-5772 for any administrative guidance. For more background, see: www.rural.maryland.gov

Application deadline: August 15, 2016
Awards will be announced by: October 14, 2016

Guidelines and Criteria for FY 2017 Infrastructure RMPIF Grant Applications

Eligible Applicants: Applicants must be a local government, institute of higher education, regional council, or be a 501(c)(3) IRS tax designation or similar and serve a regional or statewide rural constituency. Community Colleges, Career Technology Centers, Regional Councils and Libraries are eligible applicants. The applicant does not have to be located in a rural area or in the area it serves.

For non-profits, applicants must be in "Good Standing" with the State of Maryland. Go to <http://sdat.resiusa.org/UCC-Charter/Pages/CharterSearch/default.aspx> to find if your organization is in good standing with the State of Maryland. We do not require a copy of the certificate; it is sufficient to provide a screen shot and attach it with your application AS LONG AS IT SHOWS WHETHER THE ENTITY IS CURRENTLY IN GOOD STANDING. An explanation for an entity not in good standing must be included with the application otherwise, the application will be rejected.

Eligible Projects: To be eligible, **proposals must be intergovernmental (meaning two units of government)** and be completed between August 1, 2016 and June 30, 2017.

Rural counties: State-determined rural counties are: Allegany, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Kent, Queen Anne's, St. Mary's, Somerset, Talbot, Washington, Wicomico and Worcester. Regional projects may include non-rural counties; the majority of service must be provided in rural areas.

Grant Amounts: There is no maximum grant amount designation; however the Board is optimally looking to fund up to four infrastructure projects. Past and current MAERDAF grantees are eligible for a FY 2017 grant if they have met all the requirements of their previous grant agreements, including reporting deadlines.

Eligible Expenditures: The MAERDAF Grant Review Board considers each expenditure as it is detailed in the Application Attachment A.

Salaries and Wages are allowable expenses. It is strongly encouraged to include a statement on sustainability for future years.

Construction and renovation of buildings are eligible expenses. Acquisition of land is not. Permitting costs are eligible expenses.

The purchase or rental of vehicles is an eligible expense. The purchase of equipment is an eligible expense.

Indirect administrative costs are capped at 10%

Ineligible Expenditures: Contributions, donations or subsequent subawards to third parties are ineligible expenses.

Organized fundraising including financial campaigns, solicitation of gifts or bequests, or similar expenses incurred to raise capital or obtain contributions regardless of the purpose for which the funds will be used are ineligible.

RMPIF funds are not to supplant existing funding from other sources.

Preferences: Applicants must have secured over 75% matching funds from non-state sources. **A match is required for infrastructure projects.** Federal funds are considered matching funds.

Changes and Unused Funds: Only very minor changes in scope are allowed after a grant has been awarded. Some project timelines can also be modified. Unused grant funds must be returned to the Rural Maryland Council no later than July 13, 2016.

Ranking Criteria: The Grant Review Board uses the following criteria in reviewing applications. Basic Criteria: Applicant meets all basic eligibility requirements – it serves a regional (multi-county) or statewide rural constituency (or is a community college).

Applicant has clearly identified a well substantiated need and developed a Scope of Work that clearly describes specific project activities and how a RMPIF grant will be used.

Specific goals and measurable objectives were clearly stated and appear to be achievable. Goals must be specific, measurable, achievable, reasonable and time-bound. Its Mission Statement is included and lends itself to the activities and goals addressed in the proposal.

The organization has the experience, expertise and resources to deliver on this scope of work. Operational and line-item budgets were included and seem reasonable.

The applicant has significant matching funds of at least 75% of the total project cost from non-state sources.

Other organizations, businesses, agencies and/or other community-based entities have expressed strong support for the organization's work and planned grant activities. Letters of support and other supportive materials (newspapers articles, etc.) were included.

Project/proposal falls under one or more of the following priorities (entrepreneurship, infrastructure or health care) and clearly defines a designated benchmark and outcome associated with the Rural Maryland Prosperity Investment Fund.

Grant agreements: Awardees are required to execute a grant agreement. A sample blank grant agreement is included as Attachment A.

Record keeping: Grantees are required to record expenditures and file an interim and final report with the RMC. Reporting guidelines are included as Attachment B.

How to Submit Your Application Packages

A complete RMPIF Application includes:

- A completed application form (download the form by going to <http://rural.maryland.gov/maerdaf/>)
- A project narrative no more than 5 pages long (as outlined in Section 2 of the Application), and
- Appendix Attachments A through F (as outlined in Section 3 of the Application).

Applications will only be accepted by email.

- Include all required items in ONE Microsoft Word or PDF file, and
- Be sure we receive it by midnight on July 10, 2016. Email your application to: rmc.mda@maryland.gov.
- You will receive an acknowledgement that your application has been received. If you do not receive an acknowledgement, contact our office at (410) 841-5772.

Don't let your application be declared ineligible on a technicality:

Applications received after the deadline will not be accepted and will be deemed ineligible.

Incomplete or illegible applications will be deemed ineligible. Double check your materials to ensure all attachments are included, all information is clearly written, all budget numbers add up, and all scans are legible.

All applicants will be notified of the status of their application no later than August 14, 2016.

If you have any questions, please contact Charlotte Davis, Executive Director of the Rural Maryland Council at charlotte.davis@maryland.gov or (410) 841-5774.

Thank you for applying to the Rural Maryland Prosperity Investment Fund.

Attachment A

GRANT AGREEMENT FOR DISBURSMENT OF FY 2017 RMPIF AWARDS

Grantee Name: «Grantee_POC_Organization»
Address: «Grantee_POC_Address»
Federal ID Number: «Federal_Tax_ID_Number»

Fiscal Contact: «Grantee_POC_First_Name» «Grantee_POC_Middle_Name» «Grantee_POC_Last_Name»«Grantee_POC_Suffix»	Project Contact: «Project_POC_Courtesy_Title» «Project_POC_First_Name» «Project_POC_Middle_Name» «Project_POC_Last_Name»«Project_POC_Suffix»
Organization: «Grantee_POC_Organization» Address: «Grantee_POC_Address» City, State Zip: «Grantee_POC_City», «Grantee_POC_State» «Grantee_POC_Zip» Phone: «Grantee_POC_Phone» Fax: «Grantee_POC_Fax» Email: «Grantee_POC_Email»	Organization: «Project_POC_Organization» Address: «Project_POC_Address» City, State Zip: «Project_POC_City», «Project_POC_State» «Project_POC_Zip» Phone: «Project_POC_Phone» Fax: «Project_POC_Fax» Email: «Project_POC_Email»

The Rural Maryland Prosperity Investment Fund (the “Fund”) provides funding to rural regional planning and economic development organizations, rural entrepreneurship and healthcare programs, institutions of higher education and advanced technology centers at community colleges, as described in State Finance and Procurement Article, Section 2-206 Annotated Code of Maryland (the “Act”). Under the Act, the Rural Maryland Council (“RMC”) (the “Grantor”) has designated the Maryland Department of Agriculture (the “Administering Agency”) to administer the grant with the above named organization. The Administering Agency has designated the following to be its official contact: Karen Fedor, Senior. Agricultural Marketing Specialist, Maryland Department of Agriculture, 50 Harry S. Truman Parkway, Annapolis, MD 21401 or Karen.Fedor@maryland.gov. The following conditions apply.

Grantor and Grantee agree as follows:

The purpose of this Agreement is to provide a grant of «Amount_In_Words» («Amount_Awarded») to Grantee to assist in achieving the overall project and/or programmatic goals set forth in the Grantee’s FY 2017 RMPIF Grant Application and referenced in the Scope of Work and Deliverables (“Exhibit 1”) attached to this Agreement and incorporated herein. Specifically, these funds are to be used for those Deliverables as outlined in Exhibit 1. Significant changes in the scope of work are not permitted. Minor changes that adhere to the original intent of the grant and maintain the essential integrity of the grant’s purpose may be allowed provided the Grantor and the Administering Agency agree that such changes are consistent with the Board’s intent.

Performance under this Agreement commences on **September 1, 2016** and continues until agreed upon services are completed, but in any case no later than **June 30, 2017**.

Upon execution of this Agreement and receipt of "Request for Disbursement" ("Exhibit 2"), the Administering Agency will approve **disbursement of 100 percent** of the Grant funds to Grantee.

Reporting: The Grantee shall provide an interim programmatic and financial report no later than **January 25, 2017** to the Administering Agency. The Grantee shall provide a final programmatic and financial report to the Rural Maryland Council and the Administering Agency Representative no later than **July 31, 2017**.

Interim and final reports shall include **original documentation or certification verifying all grant fund expenditures**, to date. Interim reports shall include a forecast of expenses for the remainder of the grant period. Any overpayment or unspent funds shall be returned to the Grantor in conjunction with the final grant report.

Interim and final reports must be submitted by email to both the Rural Maryland Council and Administering Agency in Microsoft Word, PDF and/or Excel document format. Electronic copies may include scans of the documentation required to verify use of grant funds.

By signing this agreement, the Grantee certifies that it:

- Complies with all applicable federal, state, and local law, including laws relating to discrimination in employment;
- Complies with Maryland's policy concerning drug and alcohol free work places, as set forth in COMAR 01.01.1989.18 and 21.11.08 and shall remain in compliance throughout the term of this agreement.

General Provisions:

If Grantee's annual revenue exceeds \$300,000 during the preceding fiscal or calendar year, Grantee shall provide to the RMC and the Administering Agency a copy of a certified financial audit report. If Grantee's annual revenue does not exceed \$300,000 during the preceding fiscal or calendar year, Grantee shall provide a detailed statement of annual revenues and expenditures including a copy of the federal 990. Universities and local governments may provide alternative financial information as approved by the Maryland Agricultural Education and Rural Development Assistance Fund Grant Review Board.

Inspection of Records. Grantee shall allow any duly authorized representative of the Administering Agency or the State of Maryland (the "State") to inspect and audit, at reasonable times, all records and documents of the Grantee relating to this Grant, which records shall be retained by Grantee for at least three years after the termination of this Agreement. Grantee shall also submit such other reports or information as the Administering Agency requires.

Acknowledgement. Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials relating to activities of the project supported by this Grant Funding Agreement to include publications and ads on the web and in print. Any organization receiving funds from the RMC shall give credit to the RMC whenever and wherever credit is being given, including written, oral, broadcast and internet. To ensure proper credit to the RMC Grantees shall:

- Use the RMC's name and logo on printed materials related to the grant,
- Link to the RMC website from your organization's website,

- Include the RMC logo on event signage or publications at your events,
- Acknowledge our support in Power Point presentations, videos or reports,
- Make an announcement at one of your regular/special events or meetings,
- Mention the RMC's support in print, radio or television interviews you give about the organization, program or project.

Grantee's Certifications. As an inducement to Administering Agency to make the Grant, Grantee hereby certifies and warrants that:

Grantee has all requisite power and authority to enter into this Agreement.

This Agreement has been executed and delivered by Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of Grantee.

Amendment. This Agreement, or any part hereof, may be amended from time to time only by written instrument executed by the Grantee, the RMC and the Administering Agency.

Assignment. Without the prior written approval of Administering Agency, the Grantee may neither assign all or any of the benefits of, nor delegate all or any of the duties imposed by this Agreement.

Default. A default shall consist of any breach of any of Grantee's covenants, agreements, warranties or certifications in this Agreement.

Remedies Upon Default.

(a) Upon the occurrence of any default, the Administering Agency shall have the right to terminate this Agreement by written notice to Grantee. In the event of termination, Grantor may require Grantee to repay to RMPIF within thirty days of receipt of written notice of default all Grant funds which have been disbursed to Grantee, and Grantee shall have no right to receive any undisbursed Grant Funds.

(b) In addition to the rights and remedies contained in this Agreement, the Administering Agency may at any time proceed to protect and enforce all rights available to Administering Agency by suit in equity, action at law, or by any other appropriate proceedings, which rights and remedies shall survive the termination of this Agreement.

Indemnification. Grantee releases the Administering Agency, Grantor and the State, and its employees or agents from, agrees that the Administering Agency, Grantor and the State, and its employees or agents shall not have any liability for, and agrees to protect, indemnify and save harmless the Administering Agency, Grantor and the State, and its employees or agents from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature incurred by, or asserted or imposed against, all or any of them, as a result of or in connection with the Grant. All money expended as a result of such liabilities, suits, actions, claims, demands, losses, expenses or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall constitute an indebtedness of Grantee and shall be immediately and without notice due and payable by Grantee to Grantor, Administering Agency, or the State, and/or its employees or agents, as their interests may appear.

Entire Agreement. This Agreement represents the complete, total and final understanding of the parties and no other understanding or representations, oral or written, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto at the time of execution.

WITNESS:

«Grantee_POC_Organization»

By: _____

Printed Name: _____

Name: _____

Title: _____

WITNESS:

Maryland Department of Agriculture

By: _____

Printed Name: _____

Name: _____ Karen Fedor

Title: Senior Agricultural Marketing Specialist

**FY 2017 Rural Maryland Prosperity Investment Fund
Grant Agreement**

Exhibit 1

Name of Grantee Organization: «Grantee_POC_Organization»

Amount Awarded: «Amount_Awarded» **Amount Requested:**
«RMPIF_Amount_Requested»

Scope of Work Summary:

«Scope_of_Work»

Deliverables:

«Deliverables»

Exhibit 2: Request for Disbursement

Send Check To: «Grantee_POC_Courtesy_Title» «Grantee_POC_First_Name»
«Grantee_POC_Middle_Name» «Grantee_POC_Last_Name»«Grantee_POC_Suffix»
«Grantee_POCs_Title»
«Grantee_POC_Organization»
«Grantee_POC_Address»
«Grantee_POC_City», «Grantee_POC_State» «Grantee_POC_Zip»

Grant Period: 09/01/2016 to 06/30/2017
Period Covered: FY 2017

Grantee Representative	Administering Agency Representative	RMC Representative
	Karen Fedor	Charlotte Davis
Name (please print)	Name (please print)	Name (please print)
	Senior Ag Marketing Specialist	Executive Director
Title	Title	Title
Date	Date	Date
Signature	Signature	Signature
		PCA 39101
		Obj. Code 1207

Attachment B

Grant Reporting Guidelines

Formatting Notes

Reports should be typed in 12-point font (Times New Roman, Calibri or similar), single-spaced, with one-inch margins on all sides. Pages should be numbered and include number of pages in the report (for example, page 1 of 6). Reports should be e-mailed to the following addresses:

- rmc.mda@maryland.gov
- Charlotte.Davis@maryland.gov

Cover Page

Please include a cover page for your report. This page should include:

- Organization name and contact information (full address, including mailing address if different, telephone number, and website)
- Type of report (interim or final)
- Report date
- Federal tax-exempt number. If not a 501(c)(3) nonprofit, provide fiscal agent's contact information and federal tax-exempt number
- Period that this report covers

Report Narrative

Please include these items in your report narrative:

- The dollar amount of this grant.
- The funding period of this grant (as outlined on page one of the Grant Agreement).
- Name, title, telephone number, and email address of CEO or executive director
- Name, title, telephone number, and email address of contact person for this report (if different)
- Signature of executive director or other authorizing official

The report narrative should tie back to the scope of work outlined in your original application and referenced in the Scope of Work and Deliverables ("Exhibit 1") listed in your Grant Agreement. It should also address the "Table of Goals and Measurable Objectives" outlined in your original application. An example of a previously submitted Table is provided below.

Goal	Measurable Objectives
Connect with X number of new individuals	Conducted three (3) community information sessions (give dates of number of individuals in attendance). How many have continued in the program?
Reduce attrition from program	No less than 85% attend at least 8 of 10 sessions
Achieve diverse participation in program	A minimum of 50% women, 25% minority Maryland demographics: 49% Male, 51% Female 76% White, 20% Black, 3% Hispanic, 1% Asian/Other
Establish new businesses in the region	3 new businesses per course, 6 total for year
Create new jobs in the region	6 new jobs per course, 12 total for year
Return on investment	1 new job per ≈ \$5,000.00 spent on program overall 1 new job per \$1,243.54 of MAERDAF funding

Answer these questions in your report.

- What progress have you made toward achieving the results you described in your proposal during this period? What evidence do you have to demonstrate your success? If you did not achieve your intended results, why not?
- What do you consider to be the greatest strength(s) of your work? What do you consider to be the most important concern(s) – apart from finances – currently facing your organization (or project, if you received project support)? How many jobs were retained or created? If applicable, how many volunteer hours were created?
- Have there been any significant changes in your organization or the project since the grant was awarded (i.e., executive leadership, staff, facilities, location)?
- As applicable, describe any plans for moving forward. What, if anything, will you do differently?
- What are the organization's two (2) most significant financial challenges and how are you planning to address them?

Financial Information and Attachments

As outlined in the grant agreement, interim and final reports shall include **original documentation or certification verifying all grant fund expenditures, to date**. Interim reports shall include a forecast of expenses for the remainder of the grant period. Any overpayment or unspent funds shall be returned to the Grantor in conjunction with the final grant report.

For general support grants:

- Organization budget as submitted in the original proposal and actuals for this period. Explain any significant variances
- List the organization's three largest funding sources during this period

For project support grants:

- Organization and project budgets as submitted in the original proposal and actuals for this period. Explain any significant variances
- List other funding sources and amounts received for this project during this period

Attachments

Feel free to include copies of press releases, articles, event announcements that demonstrate or support the information outlined in the report narrative.

Additionally, as outlined in the original Grant Agreement, interim and final reports should provide documentation to demonstrate the Grantee has acknowledged funding by the RMC. Refer to item number three Acknowledgement under the section titled General Provisions, which states in part, "...the Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials relating to activities of the project supported by this Grant Funding Agreement ..."

Please call our offices at (410) 841-5772 with any questions or comments.

Rural Maryland Prosperity Investment Fund Grant Guidelines and Criteria

Rural Health Care Organizations

Overview: The objective of the Rural Maryland Prosperity Investment Fund is to help raise the overall standard of living in rural areas to a level that meets or exceeds statewide benchmark averages by 2030, while preserving the best aspects of a pastoral heritage and rural way of life. Resources provided to the Fund are designed to facilitate significant targeted investments in important economic and community development programs and promote regional and intergovernmental cooperation. These investments will also enable local and regional public and nonprofit organizations to leverage additional non-state financial and human resources to facilitate the realization of sustainable rural development objectives. The Fund will serve the interests of the entire State by:

- encouraging the increase of entrepreneurial activity and commerce and a balanced economy in the State;
- relieving conditions of unemployment and underemployment in rural areas;
- assisting in the retention of valuable farm and forest land for productive use by present and future generations;
- promoting intergovernmental cooperation and public sector/private sector partnerships in and between rural and other areas;
- enhancing the deployment of housing, transportation, water, wastewater, and broadband communications infrastructure and services in rural areas;
- supporting rural commercial center redevelopment and community revitalization efforts; and
- generally promoting the health, happiness, safety, employment opportunity, and general welfare of the residents of each of the rural counties and municipal corporations of the State.

Health Care: Health care access and delivery is a major problem in the State's rural areas. Residents often need to travel great distances to seek health care services due to health workforce shortages. This problem is particularly acute in specialty care such as primary care providers, dentistry, mental health and other medical specialty areas.

Eligible health care projects will include projects pertaining to the following:

- 1) Recruitment and retention of health care providers
 - Programs to aid recruitment of health care providers
 - Rural residency programs in primary care and medical specialties and dentistry
 - Housing projects to support rural rotations of medical students/ health professions students
 - Pipeline programs for health care workers
- 2) Improving access to health and medical/dental care
 - Tele-medicine
 - Transportation
 - Programs that focus on coordination of health care
 - Programs that address population health needs
 - Programs that ensure health care insurance and treatment enrollment
- 3) Behavioral and Mental health
 - Substance abuse, including alcohol, opioids and prescription drugs

- Depression and counseling, suicide prevention
- Domestic abuse and violence
- 4) Chronic disease prevention and management
 - Health education on diabetes, obesity, heart disease, cancers prevalent in rural Maryland, hypertension/high blood pressure
 - Disease management programs
- 5) Oral and Dental health

Decisions: Grant award determinations on entrepreneurship, infrastructure and health care applications are made by the independent Maryland Agricultural Education and Rural Development Assistance Fund Grant Review Board set by law and consisting of the Secretaries (or their designee) of the Departments of Agriculture, Business and Economic Development (now Commerce), Health and Mental Hygiene, Housing and Community Development and Natural Resources as well as the Chair (or the designee) of the Rural Maryland Council. Decisions by the MAERDAF Grant Review Board are final and binding.

Fiscal Year 2017: For Fiscal Year 2017, the State has budgeted \$277,833 in General Funds for the health care organizations portion of the RMPHF program.

Please contact the RMC Executive Director at (410) 841-5772 for any administrative guidance. For more background, see: www.rural.maryland.gov

Application Deadline: August 15, 2016
Awards will be announced to the public by: October 14, 2016

Guidelines and Criteria for FY 2017 RMPIF Grant Applications

Eligible Applicants: Applicants must be a local government, institute of higher education, regional council, or be a 501(c)(3) IRS tax designation or similar and serve a regional or statewide rural constituency. Eligible applicants include federally qualified health centers, area health education centers, local health clinics and other rural-serving health organizations. The applicant does not have to be located in a rural area or in the area it serves.

For non-profits, applicants must be in “Good Standing” with the State of Maryland. Go to <http://sdat.resiusa.org/UCC-Charter/Pages/CharterSearch/default.aspx> to find if your organization is in good standing with the State of Maryland. We do not require a copy of the certificate; it is sufficient to provide a screen shot and attach it with your application AS LONG AS IT SHOWS WHETHER THE ENTITY IS CURRENTLY IN GOOD STANDING. An explanation for an entity not in good standing must be included with the application otherwise, the application will be rejected.

Eligible Projects: To be eligible, **proposals must be regional (two or more counties) or intergovernmental (meaning two units of government)** and be completed between August 1, 2016 and June 30, 2017.

Rural counties: State-determined rural counties are: Allegany, Calvert, Caroline, Carroll, Cecil, Charles, Dorchester, Frederick, Garrett, Harford, Kent, Queen Anne's, St. Mary's, Somerset, Talbot, Washington, Wicomico and Worcester. Regional projects may include non-rural counties; the majority of service must be provided in rural areas.

Grant Amounts: There is no maximum grant amount; however the Grant Review Board is optimally seeking to fund up to six projects. Past and current MAERDAF grantees are eligible for a FY 2017 grant if they have met all the requirements of their previous grant agreements, including reporting deadlines.

Eligible Expenditures: The MAERDAF Grant Review Board considers each expenditure as it is detailed in the Application Attachment A.

Salaries and Wages are allowable expenses. It is strongly encouraged to include a statement on sustainability for future years.

Administrative costs including construction, leasing and renovation of buildings are eligible expenses. Acquisition of land is not. The purchase or rental of vehicles are eligible expenses. The purchase of equipment is an eligible expense. These administrative expenses should not exceed more than 25% of the grant request.

Meals are allowable if the costs are reasonable and a justification is provided that such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants.

Indirect administrative costs are capped at 10%.

Ineligible Expenditures: Contributions, donations or subsequent subawards to third parties are ineligible expenses.

Organized fundraising including financial campaigns, solicitation of gifts or bequests, or similar expenses incurred to raise capital or obtain contributions regardless of the purpose for which the funds will be used are ineligible.

Preferences: Applicants must have secured matching cash funds from non-state sources. Federal funds are considered matching funds. Organizations that are primarily rural-serving and locally-focused are given preference.

Changes and Unused Funds: Only very minor changes in scope are allowed after a grant has been awarded. Some project timelines can also be modified. Unused grant funds must be returned to the Rural Maryland Council no later than July 13, 2017.

Ranking Criteria: The Grant Review Board uses the following criteria in reviewing applications.

Basic Criteria: Applicant meets all basic eligibility requirements – it serves a regional (multi-county) or statewide rural constituency (or is a community college).

Applicant has clearly identified a well substantiated need and developed a Scope of Work that clearly describes specific project activities and how a RMPF grant will be used.

Specific goals and measurable objectives were clearly stated and appear to be achievable. Goals are specific, measurable, achievable, reasonable and time-bound. Its Mission Statement is included and lends itself to the activities and goals addressed in the proposal.

The organization has the experience, expertise and resources to deliver on this scope of work. Operational and line-item budgets were included and seem reasonable.

The applicant has equal matching funds from non-state sources.

Other organizations, businesses, agencies and/or other community-based entities have expressed strong support for the organization's work and planned grant activities. Letters of support and other supportive materials (newspapers articles, etc.) were included.

Project/proposal falls under one or more of the following priorities (entrepreneurship, infrastructure or health care) and clearly defines a designated benchmark and outcome associated with the Rural Maryland Prosperity Investment Fund.

Grant agreements: Awardees are required to execute a grant agreement. A sample blank grant agreement is included as Attachment A.

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- A completed application form (download the form by going to <http://rural.maryland.gov/maerdaf/>)
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Applications will only be accepted by email.

- Include all required items in ONE Microsoft Word or PDF file, and
- Be sure we receive it by midnight on July 10, 2016. Email your application to: rmc.mda@maryland.gov.
- You will receive an acknowledgement that your application has been received. If you do not receive an acknowledgement, contact our office at (410) 841-5772.

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Incomplete or illegible applications will be deemed ineligible. Double check your materials to ensure all attachments are included, all information is clearly written, all budget numbers add up, and all scans are legible.

All applicants will be notified of the status of their application no later than September 14, 2016.

If you have any questions, please contact Charlotte Davis, Executive Director of the Rural Maryland Council at charlotte.davis@maryland.gov or (410) 841-5774.

Thank you for applying to the Rural Maryland Prosperity Investment Fund.

Attachment A

GRANT AGREEMENT FOR DISBURSMENT OF FY 2017 RMPIF AWARDS

Grantee Name: «Grantee_POC_Organization»
Address: «Grantee_POC_Address»
Federal ID Number: «Federal_Tax_ID_Number»

Fiscal Contact: «Grantee_POC_First_Name» «Grantee_POC_Middle_Name» «Grantee_POC_Last_Name»«Grantee_POC_Suffix»	Project Contact: «Project_POC_Courtesy_Title» «Project_POC_First_Name» «Project_POC_Middle_Name» «Project_POC_Last_Name»«Project_POC_Suffix»
Organization: «Grantee_POC_Organization» Address: «Grantee_POC_Address» City, State Zip: «Grantee_POC_City», «Grantee_POC_State» «Grantee_POC_Zip» Phone: «Grantee_POC_Phone» Fax: «Grantee_POC_Fax» Email: «Grantee_POC_Email»	Organization: «Project_POC_Organization» Address: «Project_POC_Address» City, State Zip: «Project_POC_City», «Project_POC_State» «Project_POC_Zip» Phone: «Project_POC_Phone» Fax: «Project_POC_Fax» Email: «Project_POC_Email»

The Rural Maryland Prosperity Investment Fund (the “Fund”) provides funding to rural regional planning and economic development organizations, rural entrepreneurship and healthcare programs, institutions of higher education and advanced technology centers at community colleges, as described in State Finance and Procurement Article, Section 2-206 Annotated Code of Maryland (the “Act”). Under the Act, the Rural Maryland Council (“RMC”) (the “Grantor”) has designated the Maryland Department of Agriculture (the “Administering Agency”) to administer the grant with the above named organization. The Administering Agency has designated the following to be its official contact: Karen Fedor, Senior. Agricultural Marketing Specialist, Maryland Department of Agriculture, 50 Harry S. Truman Parkway, Annapolis, MD 21401 or Karen.Fedor@maryland.gov. The following conditions apply.

Grantor and Grantee agree as follows:

The purpose of this Agreement is to provide a grant of «Amount_In_Words» («Amount_Awarded») to Grantee to assist in achieving the overall project and/or programmatic goals set forth in the Grantee’s FY 2017 RMPIF Grant Application and referenced in the Scope of Work and Deliverables (“Exhibit 1”) attached to this Agreement and incorporated herein. Specifically, these funds are to be used for those Deliverables as outlined in Exhibit 1.

Significant changes in the scope of work are not permitted. Minor changes that adhere to the original intent of the grant and maintain the essential integrity of the grant’s purpose may be allowed provided the Grantor and the Administering Agency agree that such changes are consistent with the Board’s intent.

Performance under this Agreement commences on **September 1, 2016** and continues until agreed upon services are completed, but in any case no later than **June 30, 2017**. Upon execution of this Agreement and receipt of "Request for Disbursement" ("Exhibit 2"), the Administering Agency will approve **disbursement of 100 percent** of the Grant funds to Grantee.

Reporting: The Grantee shall provide an interim programmatic and financial report no later than **January 25, 2017** to the Administering Agency. The Grantee shall provide a final programmatic and financial report to the Rural Maryland Council and the Administering Agency Representative no later than **July 31, 2017**.

Interim and final reports shall include **original documentation or certification verifying all grant fund expenditures**, to date. Interim reports shall include a forecast of expenses for the remainder of the grant period. Any overpayment or unspent funds shall be returned to the Grantor in conjunction with the final grant report.

Interim and final reports must be submitted by email to both the Rural Maryland Council and Administering Agency in Microsoft Word, PDF and/or Excel document format. Electronic copies may include scans of the documentation required to verify use of grant funds.

By signing this agreement, the Grantee certifies that it:

- Complies with all applicable federal, state, and local law, including laws relating to discrimination in employment;
- Complies with Maryland's policy concerning drug and alcohol free work places, as set forth in COMAR 01.01.1989.18 and 21.11.08 and shall remain in compliance throughout the term of this agreement.

General Provisions:

If Grantee's annual revenue exceeds \$300,000 during the preceding fiscal or calendar year, Grantee shall provide to the RMC and the Administering Agency a copy of a certified financial audit report. If Grantee's annual revenue does not exceed \$300,000 during the preceding fiscal or calendar year, Grantee shall provide a detailed statement of annual revenues and expenditures including a copy of the federal 990. Universities and local governments may provide alternative financial information as approved by the Maryland Agricultural Education and Rural Development Assistance Fund Grant Review Board.

Inspection of Records. Grantee shall allow any duly authorized representative of the Administering Agency or the State of Maryland (the "State") to inspect and audit, at reasonable times, all records and documents of the Grantee relating to this Grant, which records shall be retained by Grantee for at least three years after the termination of this Agreement. Grantee shall also submit such other reports or information as the Administering Agency requires.

Acknowledgement. Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials relating to activities of the project supported by this Grant Funding Agreement to include publications and ads on the web and in print. Any organization receiving funds from the RMC shall give credit to the RMC whenever and wherever credit is being given, including written, oral, broadcast and internet. To ensure proper credit to the RMC

Grantees shall:

- Use the RMC's name and logo on printed materials related to the grant,
- Link to the RMC website from your organization's website,
- Include the RMC logo on event signage or publications at your events,
- Acknowledge our support in Power Point presentations, videos or reports,
- Make an announcement at one of your regular/special events or meetings,
- Mention the RMC's support in print, radio or television interviews you give about the organization, program or project.

Grantee's Certifications. As an inducement to Administering Agency to make the Grant, Grantee hereby certifies and warrants that:

Grantee has all requisite power and authority to enter into this Agreement.

This Agreement has been executed and delivered by Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of Grantee.

Amendment. This Agreement, or any part hereof, may be amended from time to time only by written instrument executed by the Grantee, the RMC and the Administering Agency.

Assignment. Without the prior written approval of Administering Agency, the Grantee may neither assign all or any of the benefits of, nor delegate all or any of the duties imposed by this Agreement.

Default. A default shall consist of any breach of any of Grantee's covenants, agreements, warranties or certifications in this Agreement.

Remedies Upon Default.

(a) Upon the occurrence of any default, the Administering Agency shall have the right to terminate this Agreement by written notice to Grantee. In the event of termination, Grantor may require Grantee to repay to RMPF within thirty days of receipt of written notice of default all Grant funds which have been disbursed to Grantee, and Grantee shall have no right to receive any undisbursed Grant Funds.

(b) In addition to the rights and remedies contained in this Agreement, the Administering Agency may at any time proceed to protect and enforce all rights available to Administering Agency by suit in equity, action at law, or by any other appropriate proceedings, which rights and remedies shall survive the termination of this Agreement.

Indemnification. Grantee releases the Administering Agency, Grantor and the State, and its employees or agents from, agrees that the Administering Agency, Grantor and the State, and its employees or agents shall not have any liability for, and agrees to protect, indemnify and save harmless the Administering Agency, Grantor and the State, and its employees or agents from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature incurred by, or asserted or imposed against, all or any of them, as a result of or in connection with the Grant. All money expended as a result of such liabilities, suits, actions, claims, demands, losses, expenses or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall constitute an indebtedness of Grantee and shall be immediately and without notice due and payable by Grantee to Grantor,

Administering Agency, or the State, and/or its employees or agents, as their interests may appear.

Entire Agreement. This Agreement represents the complete, total and final understanding of the parties and no other understanding or representations, oral or written, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto at the time of execution.

WITNESS:

«Grantee_POC_Organization»

By: _____

Printed Name: _____

Name: _____

Title: _____

WITNESS:

Maryland Department of Agriculture

By: _____

Printed Name: _____

Name: _____ Karen Fedor

Title: Senior Agricultural Marketing Specialist

**FY 2017 Rural Maryland Prosperity Investment Fund
Grant Agreement**

Exhibit 1

Name of Grantee Organization: «Grantee_POC_Organization»

Amount Awarded: «Amount_Awarded» **Amount Requested:**
«RMPIF_Amount_Requested»

Scope of Work Summary:

«Scope_of_Work»

Deliverables:

«Deliverables»

Attachment B

Grant Reporting Guidelines

Formatting Notes

Reports should be typed in 12-point font (Times New Roman, Calibri or similar), single-spaced, with one-inch margins on all sides. Pages should be numbered and include number of pages in the report (for example, page 1 of 6). Reports should be e-mailed to the following addresses:

- rmc.mda@maryland.gov
- Charlotte.Davis@maryland.gov

Cover Page

Please include a cover page for your report. This page should include:

- Organization name and contact information (full address, including mailing address if different, telephone number, and website)
- Type of report (interim or final)
- Report date
- Federal tax-exempt number. If not a 501(c)(3) nonprofit, provide fiscal agent's contact information and federal tax-exempt number
- Period that this report covers

Report Narrative

Please include these items in your report narrative:

- The dollar amount of this grant.
- The funding period of this grant (as outlined on page one of the Grant Agreement).
- Name, title, telephone number, and email address of CEO or executive director
- Name, title, telephone number, and email address of contact person for this report (if different)
- Signature of executive director or other authorizing official

The report narrative should tie back to the scope of work outlined in your original application and referenced in the Scope of Work and Deliverables ("Exhibit 1") listed in your Grant Agreement. It should also address the "Table of Goals and Measurable Objectives" outlined in your original application. An example of a previously submitted Table is provided below.

Goal	Measurable Objectives
Connect with X number of new individuals	Conducted three (3) community information sessions (give dates of number of individuals in attendance). How many have continued in the program?
Reduce attrition from program	No less than 85% attend at least 8 of 10 sessions
Achieve diverse participation in program	A minimum of 50% women, 25% minority Maryland demographics: 49% Male, 51% Female 76% White, 20% Black, 3% Hispanic, 1% Asian/Other
Establish new businesses in the region	3 new businesses per course, 6 total for year
Create new jobs in the region	6 new jobs per course, 12 total for year
Return on investment	1 new job per ≈ \$5,000.00 spent on program overall 1 new job per \$1,243.54 of MAERDAF funding

Answer these questions in your report.

- What progress have you made toward achieving the results you described in your proposal during this period? What evidence do you have to demonstrate your success? If you did not achieve your intended results, why not?
- What do you consider to be the greatest strength(s) of your work? What do you consider to be the most important concern(s) – apart from finances – currently facing your organization (or project, if you received project support)? How many jobs have retained or created? If applicable, how many volunteer hours have been created?
- Have there been any significant changes in your organization or the project since the grant was awarded (i.e., executive leadership, staff, facilities, location)?
- As applicable, describe any plans for moving forward. What, if anything, will you do differently?
- What are the organization's two (2) most significant financial challenges and how are you planning to address them?

Financial Information and Attachments

As outlined in the grant agreement, interim and final reports shall include **original documentation or certification verifying all grant fund expenditures, to date**. Interim reports shall include a forecast of expenses for the remainder of the grant period. Any overpayment or unspent funds shall be returned to the Grantor in conjunction with the final grant report.

For general support grants:

- Organization budget as submitted in the original proposal and actuals for this period. Explain any significant variances
- List the organization's three largest funding sources during this period

For project support grants:

- Organization and project budgets as submitted in the original proposal and actuals for this period. Explain any significant variances
- List other funding sources and amounts received for this project during this period

Attachments

Feel free to include copies of press releases, articles, event announcements or materials that demonstrate or support the information outlined in the report narrative.

Additionally, as outlined in the original Grant Agreement, interim and final reports should provide documentation to demonstrate the Grantee has acknowledged funding by the RMC. Refer to item number three Acknowledgement under the section titled General Provisions, which states in part, "...the Grantee shall use the RMC logo to credit and acknowledge the RMC in all programs and promotional materials relating to activities of the project supported by this Grant Funding Agreement ..."

Please call our offices at (410) 841-5772 with any questions or comments.

TENTATIVE -- RMPIF Timeline for FY 2017 Grants
Grantee Program period is: July 1, 2016 – June 30, 2017

Task	Lead	2016-17 Deadlines	Complete
Announce availability of grants to past grantees; issue press release; post materials on website and on social media	CD	June 9, 2016; 2 nd announcement on July 13, 2016	
Grant Applications Due to RMC by close of business	Applicants	August 15, 2016	
Review Applications for Eligibility and Completeness	CD	August 15-19, 2016	
Application will be made available for Grant Review Board members to view and evaluate applications	CD	Week of August 15	
Grant Review Board meets in Annapolis or by conference call to select grantees	CD	August 23, 24, or 25, 2016	
Grant agreement distributed to grantees	CD	September 1, 2016	
Grant Recipients Notified	CD	September 8, 2016	
Payment to Grantee (upon receipt of signed agreement)	CD	October 8, 2016 and thereafter	
Public Announcement of Awardees	CD	October 14, 2016	
Grantee programming	CD	7/1/16 to 6/30/17	
Interim Report from grantees due	CD	January 23, 2017	
Final Program Report from Grantee Due	CD	July 31, 2017	
RMC Annual Report Due	CD	October 1, 2017	
RMPIF Report Due	CD	January 1, 2017	

FY2017 RMPIF Grant Review Board:

- **Mindie Burgoyne**, Lower Shore Senior Business Development Representative, Department of Commerce
Mindie.burgoyne@maryland.gov
- **Karen Fedor**, Senior Agricultural Marketing Specialist, Department of Agriculture
karen.fedor@maryland.gov
- **Temi Oshiyoye**, State Office of Rural Health, Department of Health and Mental Hygiene
Temi.oshiyoye@maryland.gov
- **Daniel Rider**, Maryland DNR Forest Service, Forest Stewardship & Utilization Program Manager,
Daniel.Rider@maryland.gov
- **Dona Sorce**, Program Manager, Department of Housing and Community Development
Dona.Sorce@Maryland.gov
- **Angela Spencer**, RMC Appointee
aspencer@frederickcountymd.gov

RMPIF Coordinator:

- **Charlotte Davis**, Executive Director, Rural Maryland Council, 410-841-5774, charlotte.davis@maryland.gov

Rural Maryland Council Executive Committee

Doris Mason, Upper Shore Regional Council, **RMC Chair**

Josh Hastings, Eastern Shore Land Conservancy, **RMC First Vice Chair and Legislative Committee Chair**

Matthew Tefteau, Maryland Department of Agriculture, **RMC Second Vice Chair**

Mr. Scott Warner, MidShore Regional Council, **Immediate Past RMC Chair and Rural Maryland Prosperity Investment Fund Chair**

Erroll Mattox, University of Maryland Extension **Governor's Intergovernmental Commission on Agriculture Representative**

Thomas McLoughlin, Retired Hospital Executive **Health Care Committee Chair**

Mr. Michael Pennington, Tri-County Council for the Lower Eastern Shore of Maryland, **Nominating Committee Chair**

Daniel R. Rider, Maryland DNR Forest Service, **Rural Maryland Foundation President**

Michael Thielke, Eastern Shore Entrepreneurship Center, **Joint Planning and Development Committee Chair**

Rural Maryland Council Executive Board

Rodney Glotfelty, Garrett County Health Officer

Angela Spencer, Frederick County Sheriff's Office,
MAERDAF Grant Review Board

Chris Kaselemis, St. Mary's County Office Department of
Economic Development

Loretta Lodge, Kent County Chamber of Commerce

R. Kevin Brooks, District 7 Representative

Ronald Studts, Potomac Electric Power Company

The Honorable John Douglas Howard, Commission
President, Carroll County

The Honorable Wilbur Levengood, Vice President, Board of
Commissioners, Caroline County

David D. Smith, Manager, Town of Hancock

The Honorable Lisa Hall, Councilmember, District 2, Town
of Berlin

Lara D. Wilson, M.S., Maryland Rural Health Association

Sharan Marshall, Southern Maryland Regional Library
Association

Santo Grande, Delmarva Community Services

The Honorable Jeannie Haddaway-Riccio
Deputy Chief of Staff, Office of the Governor

Peter O'Neill, Maryland Department of Commerce

Temi Oshiyoye, Maryland Department of Health and
Mental Hygiene

Ms. Caroline Varney-Alvarado, Maryland Department of
Housing and Community Development

Donald VanHassent, Maryland Department of Natural
Resources

John Hartline, Tri-County Council for Southern Maryland

Craig Hartsock, Western Maryland Resource, Conservation
and Development Council

Vanessa A Finney, LEAD Maryland Board President

Steve McHenry, Maryland Agricultural & Resource-Based
Industry Development Corporation (MARBIDCO)

Dr. William McGowan, USDA Rural Development

The Honorable Sheree Sample-Hughes, Delegate, District
37A

The Honorable Michael W. McKay, Delegate, District 1C

The Honorable Edith J. Patterson, Delegate, District 28

The Honorable Mary Ann Lisanti, Delegate, District 34A

The Honorable Thomas M. Middleton, Senator, District 28

The Honorable George C. Edwards, Senator, District 1

The Honorable James N. Mathias, Jr., Senator, District 38

Rural Maryland Prosperity Investment Fund (RMPIF) Committee

Scott Warner, MidShore Regional Council, **Immediate Past RMC Chair and Rural Maryland Prosperity Investment Fund Chair**

Doris Mason, Upper Shore Regional Council, **RMC Chair**

Michael Pennington, Tri-County Council for the Lower Eastern Shore of Maryland, **Nominating Committee Chair**

Temi Oshiyoye, Maryland Department of Health and Mental Hygiene

Daniel R. Rider, Maryland DNR Forest Service, **Rural Maryland Foundation President**

Steve McHenry, Maryland Agricultural & Resource-Based Industry Development Corporation (MARBIDCO)

Josh Hastings, Eastern Shore Land Conservancy, **RMC First Vice Chair and Legislative Committee Chair**

Michael Thielke, Eastern Shore Entrepreneurship Center, **Joint Planning and Development Committee Chair**

Thomas McLoughlin, Retired Hospital Executive **Health Care Committee Chair**

Matthew Tefteau, Director of Government Relations, Maryland Department of Agriculture, **Second Vice Chair**

Louise Reynnells, United State Department of Agriculture National Agricultural Library*

Roxanne Hale, Maryland Department of Health and Mental Hygiene

Susan Harrison, Executive Director, LEAD Maryland

Paige Bethke Tilghman, Executive Director, Talbot County Economic Development

Faith Elliot-Rossing, Queen Anne's County Government

Allan Gorsuch, Caroline County Public School Board

Annie Kronk, Retired Executive, The Johns Hopkins Institutions

Rural Maryland Council Staff

Charlotte Davis, Executive Director, charlotte.davis@maryland.gov, 410.841.5774

Meredith Donaho, Administrative and Communications Assistant, meredith.donaho@maryland.gov, 410.841.5772

*Serving on the Committee for information only

For more information, visit the RMC's website at: www.rural.maryland.gov

Rural Maryland Council
50 Harry S. Truman Parkway, Annapolis, Maryland 21401
(410) 841-5772



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