



# Rural Health Transformation Program

## Grant Reporting Guidelines

### Grant Portal

- All grant items must be submitted through RMC's Grant Portal, found here: <https://www.grantinterface.com/Home/Logon?urlkey=ruralmaryland>
- There are multiple reporting requirements during the grant cycle. Quarterly reports are due on November 9, 2026; February 8, 2027; May 10, 2027; and August 9, 2027. A Project Final Report is due October 15, 2027 (Year 1).
- A report is in the form of a 'Follow-up' in the RMC grant system. You will be assigned these 'Follow-ups' by email once your grant agreement is processed. You will receive email notices before the report is due. To Access the report, simply log into your grantee dashboard and scroll down to the application. A Follow-up with the associated report will be available in this section by clicking the word 'edit' to the right of the report form.

### Interim Report Narrative

Quarterly reports are required to ensure accountability, monitor progress, and support compliance with federal funding requirements. These reports allow the Rural Maryland Council to track performance, identify challenges early, and provide technical assistance as needed.

This report asks that you refer to the *Goals and Measurable Objectives Chart* outlined in your organization's application and referenced in the *Scope of Work and Deliverables* (Exhibit 1) of your Grant Agreement to answer the following questions.

Grantees will report on the following categories each quarter:

#### 1. Project Implementation & Status

- Activity Status: Provide a brief update on project activities completed during the reporting period.
- Metric Progress: Describe progress toward project goals and key performance metrics.

#### 2. Participation & Reach

- Number of Individuals Served: Report the number of individuals, students, farmers, or participants served during the reporting period.
- Number of Training Hours Offered: Indicate total training or instructional hours delivered.

### 3. Outputs & Deliverables

- Tools/Resources Developed: Report the number and type of tools, dashboards, or resources created.
- Equipment Purchased: Provide a summary and total value of equipment purchased with grant funds.

### 4. Financial Reporting

- Use of Funds: Describe how grant funds were expended during the reporting period, including alignment with the approved budget.

### 5. Sustainability & Impact

- Sustainability Planning: Describe efforts to sustain the project beyond the grant period.
- Success Stories: Share examples, outcomes, or testimonials that highlight project impact.

## Final Report Narrative

The purpose of the Final Report is to show the completion of the grant project and to help us understand how it has benefited your organization. Please refer to the **Goals and Measurable Objectives Chart** outlined in your organization's application and referenced in the **Scope of Work and Deliverables** (Exhibit 1) of your Grant Agreement to answer the following questions.

Final reports will build upon interim reporting requirements and include cumulative totals, outcomes and project impact.

1. Project Summary - Provide a comprehensive summary of the project, including key activities completed and overall accomplishments during the grant period.
2. Participation & Reach - Report the total number of individuals, students, farmers, or participants served over the entire grant period.
  - Please describe the populations served and how they benefited.
3. Training & Education - Report the total number of training or instructional hours delivered.
  - Include a brief description of the type of training provided.
4. Outputs & Deliverables - Describe the tools, dashboards, resources, or other deliverables created through this project.
  - Include the total number and purpose of each.
5. Equipment & Infrastructure - Provide a summary of equipment purchased or infrastructure improvements made, including the total value and how these support project goals.
6. Financial Summary / Use of Funds - Provide a final summary of all expenditures, including:
  - Total grant funds spent
  - Any variances from the approved budget
  - Confirmation that all expenditures were allowable and supported by documentation
7. Outcomes & Impact - Describe the outcomes achieved as a result of this project.
  - How did the project improve access, systems, workforce, or community health?
  - Include any measurable results tied to your original goals and metrics.
8. Sustainability - Describe how the project will be sustained beyond the grant period.
  - Include any ongoing funding, partnerships, or operational plans.

9. Challenges & Lessons Learned - Describe any challenges or barriers encountered during the project.

- What lessons were learned?
- What would you do differently in the future?

10. Success Stories / Impact Highlights - Share specific examples, stories, or testimonials that demonstrate the impact of the project.

Managing for Result – State Performance Metrics

- a. Matching Funds Secured - Indicate the total dollar amount of matching funds secured to date. Following this question is a request for a breakdown of these funds. The breakdown of the matching funds should equal the total matching funds secured.
- b. Match Breakdown: State Dollars Secured - Indicate State matching funds, if any, received for your project. (Examples include funding from the Maryland Heritage Areas Authority, the Chesapeake and Atlantic Coastal Bays Trust Fund, state capital improvement grants, or other state-supported programs)
- c. Match Breakdown: Federal Dollars Secured - Indicate federal matching funds, if any, received for your project. (Examples include but are not limited to USDA, Department of Commerce, WIOA, ARC,...)
- d. Match Breakdown: Private Dollars - Indicate private matching funds, if any, received for your project. (Examples include but are not limited to local businesses, revenue generated from program itself,...)
- e. Match Breakdown: Local Dollars Secured - Indicate local matching funds, if any, received for your project. (Examples include but are not limited to county or municipal dollars,...).
- f. Number of Jobs Created or Retained – Indicate the number of jobs created or retained as a result of this project.
- g. Number of individuals/students /farmers train, served or reached – Indicate the number of individuals/students/farmers trained, served or reached as a result of this project.
- h. Number of Instructional Hours Delivered – Indicate the number of instructional hours delivered as a result of this project.
- i. Number of Tools and/or Dashboards Created – Indicate the number of tools and/or dashboards developed and implemented as a result of this grant award.
- j. Number of Services Delivered – Indicate the number of services delivered as a result of this project.
- k. Value of Equipment Purchased - Indicate the total dollar value of equipment purchased using grant funds during this reporting period.
- l. Amount of Funds Invested in Capital Items – Indicate the total amount of grant funds invested in capital items. Capital items include infrastructure (e.g., utilities, buildings, roads) with a minimum useful life of 15 years.

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 *Goals and Measurables Objective 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

## Financial Information and Attachments

As outlined in the grant agreement, quarterly and final reports shall include **original documentation or certification verifying all grant fund expenditures, to date**. Quarterly 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**

- Grantees are encouraged to include supporting materials such as press releases, articles, and event announcements that demonstrate or supplement the information provided in the report narrative. These materials may be uploaded through the Grant Portal.

- The Grantee shall acknowledge funding support from the Centers for Medicare & Medicaid Services (CMS) and the Maryland Department of Health (MDH) through the Rural Health Transformation Program (RHTP).
- All publications, presentations, and promotional materials related to activities supported by this award must include the following statement:

*“This project is supported by the Centers for Medicare & Medicaid Services (CMS) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$168,180,837.61, with 100 percent funded by CMS/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by, CMS/HHS or the U.S. Government.”*

- The Grantee shall also include the Rural Maryland Council (RMC) logo, as applicable, to acknowledge RMC’s role in administering these funds.

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