

# CLEAN WATER MONTGOMERY GRANT PROGRAM

## Post Award Workshop

April 18, 2024

6:30pm to 7:30pm

Kathy Somoza

[ksomoza@cbtrust.org](mailto:ksomoza@cbtrust.org) | 410-974-2941 ext. 120





# Agenda

- Welcome and Introductions (5 mins)
- Program Overview (10 mins)
- Information from Montgomery County Department of Environmental Protection (DEP) (15 mins)
- Grant Management (15 mins)
- Questions & Answers (10 mins)
- Wrap-up (5 mins)

# Clean Water Montgomery Grant Program Overview



The Montgomery County Department of Environmental Protection and the Chesapeake Bay Trust have partnered for the past 10 years to administer the Clean Water Montgomery Grant Program.

## Project Tracks



## By the Numbers



# Program Impact



## As of FY 23...

**6.5**  
acres of  
impervious  
surface treated

**1,455**  
native  
trees  
planted

**39,314**  
square feet of  
bioretention  
installed

**36,123**  
square feet of  
impervious surface  
removed

**\$1.4 million**  
dollar value  
provided by  
volunteers

**10,430**  
volunteers  
engaged

# Fiscal Year 2024 Awardees



30 applications

23 awards

\$1,593,624  
requested funding

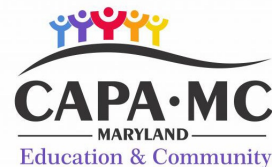
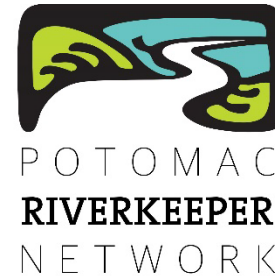
\$963,724  
awarded funds



**ANACOSTIA  
RIVERKEEPER®**

## Awarded Project Types include...

- ❖ Community-based water quality monitoring
- ❖ Litter reduction, clean-ups, and education
- ❖ Groundwater stewardship
- ❖ Engagement of faith-based organizations
- ❖ Paved surfaces salt monitoring
- ❖ Tree maintenance
- ❖ Youth workforce development



# Clean Water Montgomery Grant Program

April 18, 2024



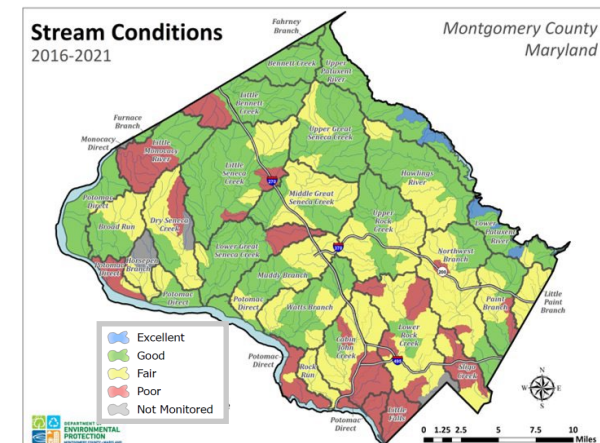
Beth Shalom  
Conservation Landscape



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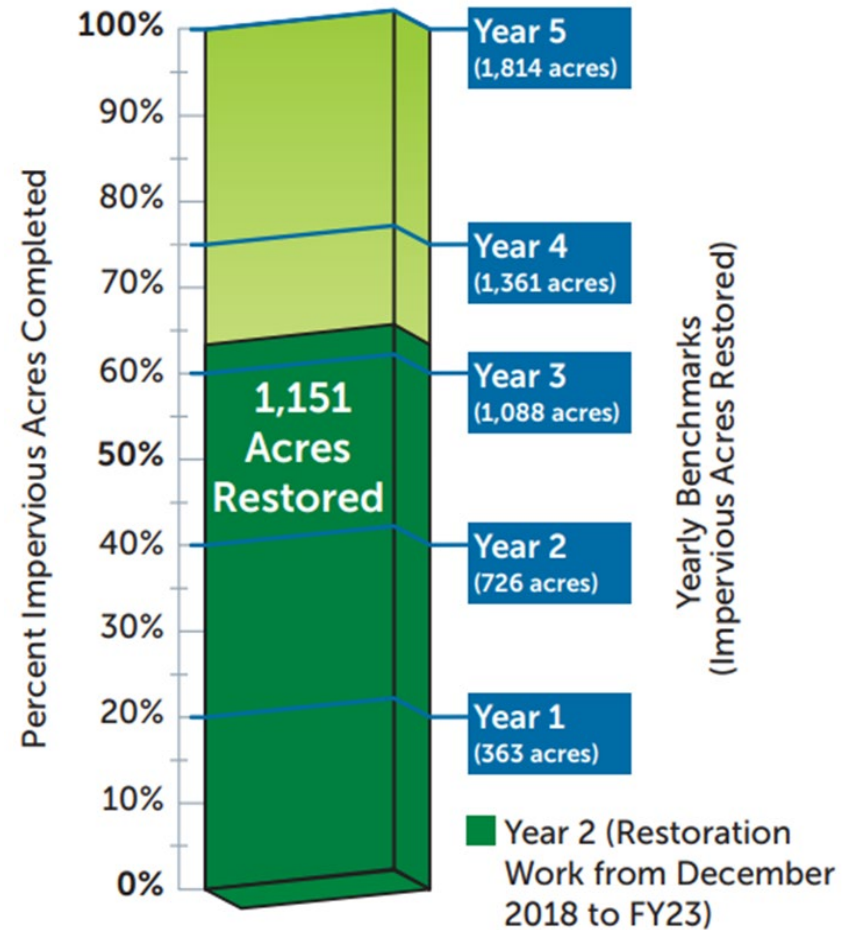
# Why a Grant Program?

- Provide funds for nonprofits to help address stormwater runoff
- Meet regulatory requirements (MS4)
- Focus on watersheds which suffer from the greatest impacts
- Ensure our programs are reaching underserved and marginalized communities
- Funded by the Water Quality Protection Charge
  - Est. 2002



# 2021 MS4 Permit Restoration Implementation

- ❖ Issued November 5, 2021
- ❖ Restoration goal of 1,814 IA
- ❖ “First year” of permit – completed 63%
- ❖ Pay for Performance – Full Delivery
- ❖ Partnership with MNCPPC for Stream Restoration
- ❖ Updating all TMDL IP
- ❖ Federal and State Funding





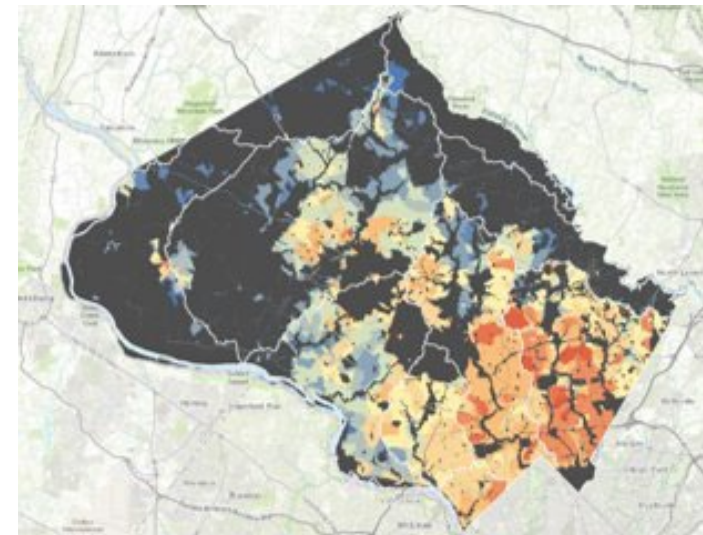
# Grant Priority Areas

Property owned by:

- Faith Based Organizations
- Homeowner Associations
- Private Schools
- Community Pools

- Projects that complement existing restoration efforts, watershed plans, or TMDLs

- County Restoration Projects
- Community RainScapes projects
- Tree Montgomery
- Suitability and Equity maps



Through this program:

Nonprofits have accomplished a lot for Montgomery County

We also have resources to help



## Clean Water Montgomery

The Department of Environmental Protection (DEP) is the lead agency in Montgomery County dedicated to improving stream health and water quality.



### What You Can Do

**RAINSCAPES** is a program that helps County residents and businesses reduce stormwater pollution on their property through better landscaping techniques, such as rain gardens and porous pavement.

**TREE MONTGOMERY** increases Montgomery County's tree canopy and works to improve the long-term care of these trees, particularly in areas with fewer shade trees. Through this program, County residents can apply to have free native shade trees planted on their property.

**COMMUNITY GRANTS** provide funding for non-profits to design and implement stormwater reduction and educational projects.

**HEALTHY LAWN PROGRAM** educates residents and businesses on the Healthy Lawn Act, State Fertilizer Law and County Pesticide law. It provides resources for eco-friendly and organic lawn care practices.

**EDUCATIONAL PROGRAMS** engage residents and businesses in innovative ways. For example, the Storm Drain Art Contest raises awareness about stormwater issues through community art. Other programs focus on litter reduction, pet waste disposal, and the proper use of winter salt.



### What DEP Does

**WATERSHED PLANNING** assures that the County meets regulatory stormwater management requirements, including watershed implementation plans and State and Federal reporting standards.

**STORMWATER MANAGEMENT PROJECTS** This in-depth program oversees the construction, inspection, maintenance and improvement of over 17,000 stormwater management facilities in the County.

**GREENSTREETS** are networks of stormwater management projects installed strategically throughout entire neighborhoods to improve water quality and reduce pollution.

**STREAM RESTORATION** uses in-stream techniques to improve water quality and protect properties and public infrastructure by reducing stream erosion and improving aquatic ecosystems.

**STREAM HEALTH MONITORING** is the data driven cornerstone of the entire watershed restoration program. Using biological and chemical testing, it monitors County water quality, stream critters and habitat to analyze long-term watershed health.

### DID YOU KNOW?

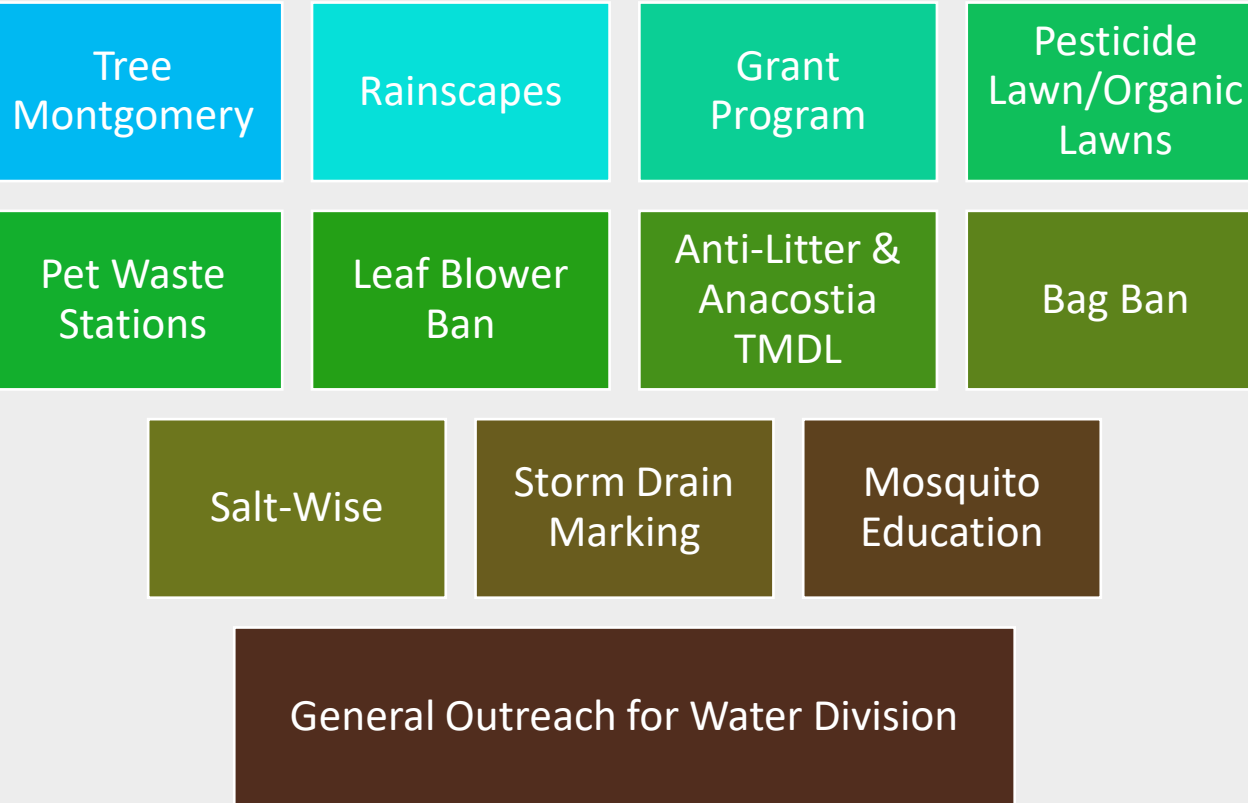
Montgomery County's storm drains empty into local creeks that flow to the Chesapeake Bay!

Most of Montgomery County's tap water comes from the Potomac and Patuxent Rivers!

Learn more at [MontgomeryCountyMD.gov/water](https://montgomerycountymd.gov/water)

# Stewardship Section – Promote our programs

New in March 2024 – Integrating delivery of programs for maximum reach and efficiency

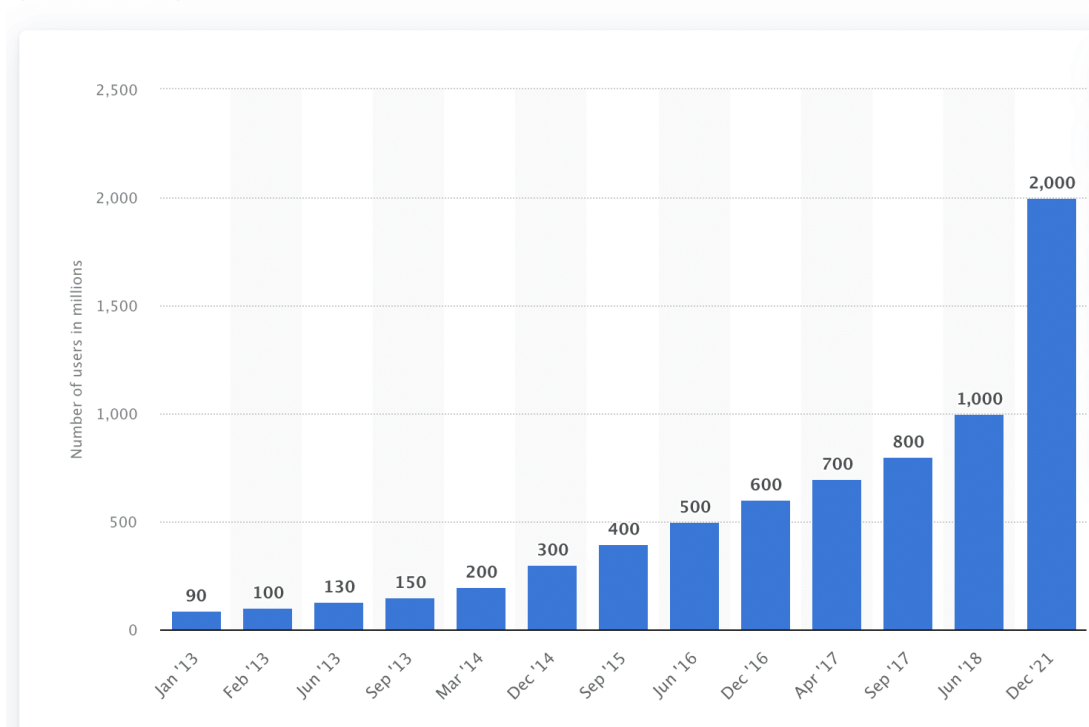


# Lessons Learned

- Start on Time and Document Your Progress, Report Delays
- If it's unclear or you are unsure about anything, Contact CBT
  - Changes in Scope of Work
  - Unforeseen Challenges or Delays
  - Budget Concerns/Constraints
  - Change in Staff
- **Promote Your Project** - Inform people what you are doing
- Get prior approval for outreach materials & signage
  - Must include CBT logo, County Seal and reference that materials/products were funded through Montgomery County Water Quality Protection Fund

# Instagram - 2.5 BILLION USERS

Number of monthly active Instagram users from January  
(in millions)



- **73% of Users are under 35 years old**
- **Photos with Faces get 38% more engagement**
- **Videos are more than twice as likely to get engagement as photos**
- **Posts with a location get 79% more engagement**

# Content is King

Include CBT and MC DEP in your posts and outreach:

**@baytrust**  
**@MyGreenMC**

 **Recycling in Frederick County**  
February 4 · 🌐

Having a Superbowl party? Make sure greasy pizza boxes, Solo cups, potato chip bags, napkins, food waste and other non-recyclable items don't get tossed into a blue bin. When you recycle right, everyone wins. Learn more at: <https://www.frederickcountymd.gov/.../Avoid-Mistakes-Recycle-...>



👍 Like

💬 Comment

Jaylyn Magruder, Scott Betts, Jamie Cohen Fraunhoffer and 90 others like this.

Most Relevant ▾

33 Shares

| Platform            | Link                                |
|---------------------|-------------------------------------|
| Facebook            | @ <a href="#">MyGreenMontgomery</a> |
| Instagram & Twitter | @ <a href="#">MyGreenMC</a>         |
| YouTube             | <a href="#">MontgomeryCountyDEP</a> |
| Blogs               | <a href="#">MyGreenMontgomery</a>   |

## Consider creating a project webpage or video

- <http://eartheast.org/new-page/>



# PLEASANT VIEW

## EARTH STEWARDSHIP

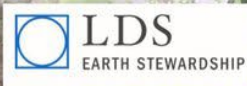
Volunteers of all ages helped Earth Stewardship East to create the Pleasant View native plant garden. Besides being attractive, the garden benefits the nearby Muddy Branch. Here are other ways you can help protect our local habitat:

Learn more at [EARTHEAST.ORG](http://EARTHEAST.ORG)



Photo Credits: Dan Johnson (group photo), Merikay Smith

Funding provided through the Montgomery County Water Quality Protection Fund



### ADD RAIN BARRELS

Rain barrels sit under any gutter downspout, collecting and storing rain water from your roof. Use rain water later when you need it. Saving water helps protect the environment and saves you money by decreasing the use of treated tap water.



### CLEAN UP AFTER PETS

Dog waste hosts 60+ diseases. Parasites, bacteria, and viruses from dog waste can contaminate the water and soil infecting both pets and humans. Please bag pet waste and put it in the trash.



### REMOVE INVASIVE PLANTS AND REPLACE WITH NATIVES

Invasive plants grow outside their natural range and are so aggressive that they cause disruption to ecological processes, displacing native plants and degrading habitat. Invasive plants can arrive by wind, water, animal dispersion, or vegetatively. Some are still sold in nurseries! It helps to know what is invasive so you can remove it before it spreads and takes over.

For more on invasive and native plants, visit [www.eartheast.org](http://www.eartheast.org) and look under "Our Nature."



Wavy Basketgrass



Canada Thistle



Mile-a-Minute



Winged Burning Bush

How are you ensuring long term success?







## Measuring what Matters!

- What was your project's impact?
- How was the public/community engaged?
- Utilize Before & After Surveys
- How did you expand people's perception of water quality and stormwater mgmt?
- Share news about your project!
- Connect people with your organization and to the larger community
- Were new partnerships formed? How?



## Things to Report!

*Must be in final report*

- Impact of project in the community
  - Volunteerism
  - Participation & Attendance
  - Outreach Efforts
  - Behavior Change
  - PHOTOS!
- Final products listed in grant agreement

*Make Kathy & Ryan's Lives Easier!*





What DEP  
needs to  
see

Photos!  
Photos!

Photos!

- Before, During, After
- Smiling, happy people
- Videos
- Locations of projects
- Thorough reporting – more is better
- When in doubt, take a photo!



## Water

**We have a new  
Website.  
Check it out!**

<https://www.montgomerycountymd.gov/DEP/water/clean-water-montgomery/>



### Clean Water Montgomery

Clean Water Montgomery is a County led campaign and collection of innovative programs and initiatives designed to improve our water quality and reduce stormwater pollution in a changing climate.

# Resources

Montgomery County DEP - [www.montgomerycountymd.gov/dep](http://www.montgomerycountymd.gov/dep)

Clean Water Montgomery -  
[www.montgomerycountymd.gov/dep/water/clean-water-montgomery](http://www.montgomerycountymd.gov/dep/water/clean-water-montgomery)

Watershed Restoration – Stormwater Suitability & Equity maps  
[www.montgomerycountymd.gov/DEP/water/clean-water-montgomery/watershed/watershed-planning.html](http://www.montgomerycountymd.gov/DEP/water/clean-water-montgomery/watershed/watershed-planning.html)

Water Quality Protection Charge  
[www.montgomerycountymd.gov/water/wqpc/](http://www.montgomerycountymd.gov/water/wqpc/)

Grant Questions and Technical Support:

Kathy Somoza  
[ksomoza@cbtrust.org](mailto:ksomoza@cbtrust.org)  
(410) 974-2941 ext. 120

# Questions?

**Contact: Ryan Zerbe**

Watershed Outreach planner, Watershed Restoration Division

[Ryan.Zerbe@MontgomeryCountyMD.gov](mailto:Ryan.Zerbe@MontgomeryCountyMD.gov)

o. 240-777-7744

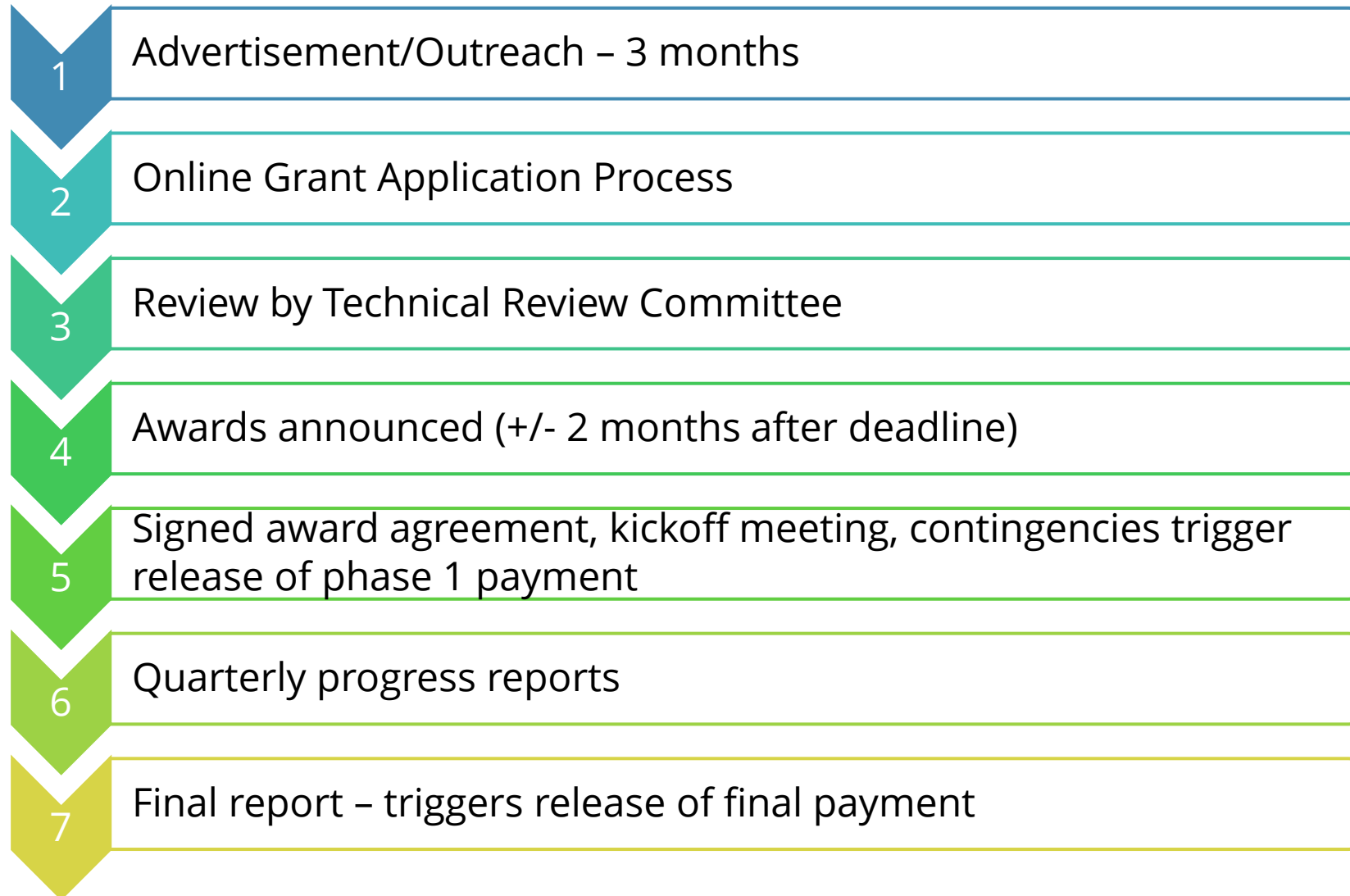
c. 240-832-8200



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# Lifecycle of a Grant



← We are here!



# Grant Management

- Read your grant agreement **thoroughly**
  - Contains information on project period, report due dates, contingencies to receive funding, final products expected, online submission instructions, and more!
- If you have questions, contact the Trust
  - Include your award #
- Add status, progress, and final report **due dates** to your calendar
  - **Report on time! Late reports may cause payment delays...**
- Submit all documents/requirements through [www.grantrequest.com/SID\\_1520](http://www.grantrequest.com/SID_1520)
- Take photos throughout your project!
  - Best practices
  - Before, during, and after!



# Requirements



- Signed Award Agreement
- Contingencies
- Record of Attendance
- Progress Report
- Final Report
- Project Photos
- Award Revision Request

**Phase 1 Requirements**

- Refer to your grant agreement for specific details on what should be included within your final report submission.
- Components:
  - Narrative
  - Final products
  - Final budget – expenses tab completed
  - Backup documentation
  - Photos!

# Budget



- Establish a system to document your time and maintain relevant receipts
- Items not in your approved/revised budget are not funded
- Phased payments
  - 90% rule
- Will need to track each budget item in each budget category
  - 10% rule
- Financial backup documentation should be numbered and compiled in **one single PDF**
  - Each row should correspond to one piece of documentation
- Revision Request and extensions

# Application Budget



|    | A  | B                       | C                    | D                              | E                       | F                 | G                                  | H                           | I                    | J                              | K                              | L            | M |
|----|--|-------------------------|----------------------|--------------------------------|-------------------------|-------------------|------------------------------------|-----------------------------|----------------------|--------------------------------|--------------------------------|--------------|---|
| 1  | <b>Chesapeake Bay Trust - Application Budget Worksheet</b> |                         |                      |                                |                         |                   |                                    |                             |                      |                                |                                |              |   |
| 2  | <b>Applicant Name:</b>                                     | Daisy Hill Farm         |                      |                                |                         | <b>Title:</b>     | Snoopy House Stormwater Management |                             |                      |                                |                                |              |   |
| 3  | <b>SUMMARY TABLE</b>                                       | <b>Amount Requested</b> |                      | <b>Cash Match</b>              | <b>In-Kind Match</b>    | <b>Total</b>      |                                    |                             |                      |                                |                                |              |   |
| 4  | Total personnel  | \$ 2,575                |                      | \$ -                           | \$ -                    | \$ 2,575          |                                    |                             |                      |                                |                                |              |   |
| 5  | Total supplies   | \$ 5,131                |                      | \$ -                           | \$ -                    | \$ 5,131          |                                    |                             |                      |                                |                                |              |   |
| 6  | Total contractual  | \$ 20,294               |                      | \$ -                           | \$ -                    | \$ 20,294         |                                    |                             |                      |                                |                                |              |   |
| 7  | Total travel   | \$ -                    |                      | \$ -                           | \$ -                    | \$ -              |                                    |                             |                      |                                |                                |              |   |
| 8  | Total field trip fees                                      | \$ -                    |                      | \$ -                           | \$ -                    | \$ -              |                                    |                             |                      |                                |                                |              |   |
| 9  | Total other  | \$ -                    |                      | \$ -                           | \$ 500                  | \$ 500            |                                    |                             |                      |                                |                                |              |   |
| 10 | Total indirect   | \$ -                    |                      | \$ -                           | \$ -                    | \$ -              |                                    |                             |                      |                                |                                |              |   |
| 11 | <b>TOTAL</b>   | <b>\$ 28,000</b>        |                      | <b>\$ -</b>                    | <b>\$ 500</b>           | <b>\$ 28,500</b>  |                                    |                             |                      |                                |                                |              |   |
| 12 | <b>Budget Item</b>   | <b>Budget Category</b>  | <b>Qty Requested</b> | <b>Cost per Unit Requested</b> | <b>Amount Requested</b> | <b>Cash Match</b> | <b>Source of Cash Match</b>        | <b>Status of Cash Match</b> | <b>In-Kind Match</b> | <b>Source of In-Kind Match</b> | <b>Status of In-Kind Match</b> | <b>Total</b> |   |
| 13 | Project Manager  | personnel               | 50                   | \$ 25.00                       | \$ 1,250                |                   |                                    |                             |                      |                                |                                | \$ 1,250     |   |
| 14 | Final designs  | contractual             | 2                    | \$ 6,000.00                    | \$ 12,000               |                   |                                    |                             |                      |                                |                                | \$ 12,000    |   |
| 15 | Excavation   | contractual             | 50                   | \$ 20.00                       | \$ 1,000                |                   |                                    |                             |                      |                                |                                | \$ 1,000     |   |
| 16 | Hauling  | contractual             | 40                   | \$ 20.00                       | \$ 800                  |                   |                                    |                             |                      |                                |                                | \$ 800       |   |
| 17 | Rain Garden Plants - native herbaceous                     | supplies                | 65                   | \$ 5.00                        | \$ 325                  |                   |                                    |                             |                      |                                |                                | \$ 325       |   |
| 18 | Rain Garden Plants - native shrubs                         | supplies                | 15                   | \$ 18.00                       | \$ 270                  |                   |                                    |                             |                      |                                |                                | \$ 270       |   |
| 19 | Rain Garden Plants- trees                                  | supplies                | 2                    | \$ 250.00                      | \$ 500                  |                   |                                    |                             |                      |                                |                                | \$ 500       |   |
| 20 | tree planting labor  | contractual             | 2                    | \$ 100.00                      | \$ 200                  |                   |                                    |                             |                      |                                |                                | \$ 200       |   |
| 21 | conservation landscaping plants- herbaceous                | supplies                | 155                  | \$ 5.00                        | \$ 775                  |                   |                                    |                             |                      |                                |                                | \$ 775       |   |
| 22 | conservation landscaping plants- shrubs                    | supplies                | 38                   | \$ 22.00                       | \$ 836                  |                   |                                    |                             |                      |                                |                                | \$ 836       |   |
| 23 | conservation landscaping plants- trees                     | supplies                | 1                    | \$ 800.00                      | \$ 800                  |                   |                                    |                             |                      |                                |                                | \$ 800       |   |
| 24 | soil amendment   | supplies                | 50                   | \$ 25.00                       | \$ 1,250                |                   |                                    |                             |                      |                                |                                | \$ 1,250     |   |
| 25 | construction - rain garden+ cons landscape                 | contractual             | 1                    | \$ 5,094.00                    | \$ 5,094                |                   |                                    |                             |                      |                                |                                | \$ 5,094     |   |
| 26 | mulch  | supplies                | 25                   | \$ 15.00                       | \$ 375                  |                   |                                    |                             |                      |                                |                                | \$ 375       |   |
| 27 | river rock   | personnel               | 15                   | \$ 45.00                       | \$ 675                  |                   |                                    |                             |                      |                                |                                | \$ 675       |   |
| 28 | interpretive signage                                       | contractual             | 1                    | \$ 1,200.00                    | \$ 1,200                |                   |                                    |                             |                      |                                |                                | \$ 1,200     |   |
| 29 | outreach supplies  | personnel               | 1000                 | \$ 0.65                        | \$ 650                  |                   |                                    |                             |                      |                                |                                | \$ 650       |   |
| 30 | snacks for field trip                                      | other                   |                      |                                | \$ -                    |                   |                                    |                             | \$ 250               | budget                         | in-hand                        | \$ 250       |   |
| 31 | keychains for giveaways                                    | other                   |                      |                                | \$ -                    |                   |                                    |                             | \$ 250               | donor                          | pledged                        | \$ 250       |   |
| 32 |  |                         |                      |                                | \$ -                    |                   |                                    |                             |                      |                                |                                | \$ -         |   |
| 33 |  |                         |                      |                                | \$ -                    |                   |                                    |                             |                      |                                |                                | \$ -         |   |
| 34 |  |                         |                      |                                | \$ -                    |                   |                                    |                             |                      |                                |                                | \$ -         |   |
| 35 |  |                         |                      |                                | \$ -                    |                   |                                    |                             |                      |                                |                                | \$ -         |   |
| 36 |  |                         |                      |                                | \$ -                    |                   |                                    |                             |                      |                                |                                | \$ -         |   |

# Phase 1 Expense Report



| Chesapeake Bay Trust - Expenses Worksheet |                               |                            |                           |   |                          |                              |                       |                          |                            |
|---|-------------------------------|----------------------------|---------------------------|---|--------------------------|------------------------------|-----------------------|--------------------------|----------------------------|
| Applicant Name:                           |                               | Daisy Hill Farm            |                           |   | Award #:                 |                              | 55555                 |                          |                            |
| SUMMARY TABLE                             |                               | Approved Budget            | Award Funds Spent To Date | % deviation*  | Expense Report 1         | Expense Report 2             | Expense Report 3      | Expense Report 4         | Expense Report 5           |
| Personnel                                 |                               | \$ 2,575                   | \$ 375                    | within budget   | \$ 375                   | \$ -                         | \$ -                  | \$ -                     | \$ -                       |
| Supplies                                  |                               | \$ 5,131                   | \$ -                      | within budget   | \$ -                     | \$ -                         | \$ -                  | \$ -                     | \$ -                       |
| Contractual                               |                               | \$ 20,294                  | \$ 8,000                  | within budget   | \$ 8,000                 | \$ -                         | \$ -                  | \$ -                     | \$ -                       |
| Travel                                    |                               | \$ -                       | \$ -                      |   | \$ -                     | \$ -                         | \$ -                  | \$ -                     | \$ -                       |
| Field Trip Fees                           |                               | \$ -                       | \$ -                      |   | \$ -                     | \$ -                         | \$ -                  | \$ -                     | \$ -                       |
| Other                                     |                               | \$ -                       | \$ -                      |   | \$ -                     | \$ -                         | \$ -                  | \$ -                     | \$ -                       |
| Indirect                                  |                               | \$ -                       | \$ -                      |   | \$ -                     | \$ -                         | \$ -                  | \$ -                     | \$ -                       |
| TOTAL                                     |                               | \$ 28,000                  | \$ 8,375                  | within budget   | \$ 8,375                 | \$ -                         | \$ -                  | \$ -                     | \$ -                       |
| Cash Match                                |                               | \$ -                       | \$ -                      |   | \$ -                     | \$ -                         | \$ -                  | \$ -                     | \$ -                       |
| In-Kind Match                             |                               | \$ 500                     | \$ -                      |   | \$ 500                   | \$ -                         | \$ -                  | \$ -                     | \$ -                       |
| REMAINING ON AWARD                        |                               | \$ 19,625                  |                           | *for any deviations >10% or addition of a new high level budget category line - you must submit a Budget Revision |                          |                              |                       |                          |                            |
|   |                               |                            |                           |   | Expense Report 1         |                              |                       |                          |                            |
| Backup Document #                         | Purchased/Obtained Item       | High Level Budget Category | Cumulative Award Expenses | Quantity This Phase   | Cost per Unit This Phase | Award Funds Spent This Phase | Cash Match This Phase | In-kind Match This Phase | Source of Match This Phase |
| 1   | project manager               | personnel                  | \$ 375                    | 15  | \$ 25.00                 | \$ 375                       |                       |                          |                            |
| 2   | final designs                 | contractual                | \$ 3,000                  | 1   | \$ 3,000.00              | \$ 3,000                     |                       |                          |                            |
| 3   | excavation and hauling        | contractual                | \$ 2,000                  | 1   | \$ 2,000.00              | \$ 2,000                     |                       |                          |                            |
| 4   | keychains                     | other                      | \$ -                      |   |                          | \$ -                         |                       | \$ 250                   | donor                      |
| 5   | outreach materials- brochures | other                      | \$ -                      |   |                          | \$ -                         |                       | \$ 250                   | budget                     |
| 6   | construction                  | contractual                | \$ 3,000                  | 1   | \$ 3,000.00              | \$ 3,000                     |                       |                          |                            |
| 7   |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 8   |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 9   |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 10  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 11  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 12  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 13  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 14  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 15  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 16  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 17  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 18  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 19  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 20  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 21  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 22  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 23  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 24  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 25  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 26  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 27  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 28  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 29  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 30  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 31  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 32  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 33  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 34  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 35  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 36  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 37  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 38  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 39  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |
| 40  |                               |                            | \$ -                      |   |                          | \$ -                         |                       |                          |                            |

# Financial Management Spreadsheet Webinar



## Financial Management Spreadsheet (FMS)

Applicants are required to submit a budget using the Trust's Financial Management Spreadsheet (FMS) as part of their application package. Applicants should complete the Application Budget worksheet of the FMS and submit the entire spreadsheet file with the online application. If you are awarded funding, the same FMS submitted with your application will be used throughout the entirety of the award.

Download the FMS

Watch the video below to learn how to use the FMS.

For more guidance on the Financial Management Spreadsheet, view the Trust's webinar here:

[https://vimeo.com/281495436?embedded=true&source=vimeo\\_logo&owner=97431229](https://vimeo.com/281495436?embedded=true&source=vimeo_logo&owner=97431229)

Budget revision guidance starts at the 34 min. mark

The screenshot displays the 'Award Budget Revision Request Worksheet' for Chesapeake Bay Trust. It includes a 'SUMMARY TABLE' and a detailed 'Budget Items' section.

| Revision Request Number | Org Name             | AWC Treasurers | Award IC | SSSS | Title |
|-------------------------|----------------------|----------------|----------|------|-------|
| 1                       | Chesapeake Bay Trust |                |          |      |       |

| Category       | Quantity | Unit | Cost per Unit | Funds Awarded | Cash Match | In-kind Match | Proposed Revised Cost per Unit | Proposed Revised Amount | Proposed Revised Cash Match | Proposed Revised In-kind Match | Proposed Revised Total | Notes |
|----------------|----------|------|---------------|---------------|------------|---------------|--------------------------------|-------------------------|-----------------------------|--------------------------------|------------------------|-------|
| 13 Budget Item |          |      |               |               |            |               |                                |                         |                             |                                |                        |       |
| 14             | 1        | unit | \$ 1,000      | \$ 1,000      |            |               | \$ 1,000                       | \$ 1,000                |                             |                                | \$ 1,000               |       |
| 15             | 1        | unit | \$ 2,000      | \$ 2,000      |            |               | \$ 2,000                       | \$ 2,000                |                             |                                | \$ 2,000               |       |
| 16             | 1        | unit | \$ 3,000      | \$ 3,000      |            |               | \$ 3,000                       | \$ 3,000                |                             |                                | \$ 3,000               |       |
| 17             | 1        | unit | \$ 4,000      | \$ 4,000      |            |               | \$ 4,000                       | \$ 4,000                |                             |                                | \$ 4,000               |       |
| 18             | 1        | unit | \$ 5,000      | \$ 5,000      |            |               | \$ 5,000                       | \$ 5,000                |                             |                                | \$ 5,000               |       |
| 19             | 1        | unit | \$ 6,000      | \$ 6,000      |            |               | \$ 6,000                       | \$ 6,000                |                             |                                | \$ 6,000               |       |
| 20             | 1        | unit | \$ 7,000      | \$ 7,000      |            |               | \$ 7,000                       | \$ 7,000                |                             |                                | \$ 7,000               |       |
| 21             | 1        | unit | \$ 8,000      | \$ 8,000      |            |               | \$ 8,000                       | \$ 8,000                |                             |                                | \$ 8,000               |       |
| 22             | 1        | unit | \$ 9,000      | \$ 9,000      |            |               | \$ 9,000                       | \$ 9,000                |                             |                                | \$ 9,000               |       |
| 23             | 1        | unit | \$ 10,000     | \$ 10,000     |            |               | \$ 10,000                      | \$ 10,000               |                             |                                | \$ 10,000              |       |
| 24             | 1        | unit | \$ 11,000     | \$ 11,000     |            |               | \$ 11,000                      | \$ 11,000               |                             |                                | \$ 11,000              |       |
| 25             | 1        | unit | \$ 12,000     | \$ 12,000     |            |               | \$ 12,000                      | \$ 12,000               |                             |                                | \$ 12,000              |       |
| 26             | 1        | unit | \$ 13,000     | \$ 13,000     |            |               | \$ 13,000                      | \$ 13,000               |                             |                                | \$ 13,000              |       |
| 27             | 1        | unit | \$ 14,000     | \$ 14,000     |            |               | \$ 14,000                      | \$ 14,000               |                             |                                | \$ 14,000              |       |
| 28             | 1        | unit | \$ 15,000     | \$ 15,000     |            |               | \$ 15,000                      | \$ 15,000               |                             |                                | \$ 15,000              |       |
| 29             | 1        | unit | \$ 16,000     | \$ 16,000     |            |               | \$ 16,000                      | \$ 16,000               |                             |                                | \$ 16,000              |       |
| 30             | 1        | unit | \$ 17,000     | \$ 17,000     |            |               | \$ 17,000                      | \$ 17,000               |                             |                                | \$ 17,000              |       |
| 31             | 1        | unit | \$ 18,000     | \$ 18,000     |            |               | \$ 18,000                      | \$ 18,000               |                             |                                | \$ 18,000              |       |
| 32             | 1        | unit | \$ 19,000     | \$ 19,000     |            |               | \$ 19,000                      | \$ 19,000               |                             |                                | \$ 19,000              |       |
| 33             | 1        | unit | \$ 20,000     | \$ 20,000     |            |               | \$ 20,000                      | \$ 20,000               |                             |                                | \$ 20,000              |       |
| 34             | 1        | unit | \$ 21,000     | \$ 21,000     |            |               | \$ 21,000                      | \$ 21,000               |                             |                                | \$ 21,000              |       |
| 35             | 1        | unit | \$ 22,000     | \$ 22,000     |            |               | \$ 22,000                      | \$ 22,000               |                             |                                | \$ 22,000              |       |
| 36             | 1        | unit | \$ 23,000     | \$ 23,000     |            |               | \$ 23,000                      | \$ 23,000               |                             |                                | \$ 23,000              |       |
| 37             | 1        | unit | \$ 24,000     | \$ 24,000     |            |               | \$ 24,000                      | \$ 24,000               |                             |                                | \$ 24,000              |       |
| 38             | 1        | unit | \$ 25,000     | \$ 25,000     |            |               | \$ 25,000                      | \$ 25,000               |                             |                                | \$ 25,000              |       |
| 39             | 1        | unit | \$ 26,000     | \$ 26,000     |            |               | \$ 26,000                      | \$ 26,000               |                             |                                | \$ 26,000              |       |
| 40             | 1        | unit | \$ 27,000     | \$ 27,000     |            |               | \$ 27,000                      | \$ 27,000               |                             |                                | \$ 27,000              |       |
| 41             | 1        | unit | \$ 28,000     | \$ 28,000     |            |               | \$ 28,000                      | \$ 28,000               |                             |                                | \$ 28,000              |       |
| 42             | 1        | unit | \$ 29,000     | \$ 29,000     |            |               | \$ 29,000                      | \$ 29,000               |                             |                                | \$ 29,000              |       |
| 43             | 1        | unit | \$ 30,000     | \$ 30,000     |            |               | \$ 30,000                      | \$ 30,000               |                             |                                | \$ 30,000              |       |
| 44             | 1        | unit | \$ 31,000     | \$ 31,000     |            |               | \$ 31,000                      | \$ 31,000               |                             |                                | \$ 31,000              |       |
| 45             | 1        | unit | \$ 32,000     | \$ 32,000     |            |               | \$ 32,000                      | \$ 32,000               |                             |                                | \$ 32,000              |       |
| 46             | 1        | unit | \$ 33,000     | \$ 33,000     |            |               | \$ 33,000                      | \$ 33,000               |                             |                                | \$ 33,000              |       |
| 47             | 1        | unit | \$ 34,000     | \$ 34,000     |            |               | \$ 34,000                      | \$ 34,000               |                             |                                | \$ 34,000              |       |
| 48             | 1        | unit | \$ 35,000     | \$ 35,000     |            |               | \$ 35,000                      | \$ 35,000               |                             |                                | \$ 35,000              |       |
| 49             | 1        | unit | \$ 36,000     | \$ 36,000     |            |               | \$ 36,000                      | \$ 36,000               |                             |                                | \$ 36,000              |       |
| 50             | 1        | unit | \$ 37,000     | \$ 37,000     |            |               | \$ 37,000                      | \$ 37,000               |                             |                                | \$ 37,000              |       |
| 51             | 1        | unit | \$ 38,000     | \$ 38,000     |            |               | \$ 38,000                      | \$ 38,000               |                             |                                | \$ 38,000              |       |
| 52             | 1        | unit | \$ 39,000     | \$ 39,000     |            |               | \$ 39,000                      | \$ 39,000               |                             |                                | \$ 39,000              |       |
| 53             | 1        | unit | \$ 40,000     | \$ 40,000     |            |               | \$ 40,000                      | \$ 40,000               |                             |                                | \$ 40,000              |       |
| 54             | 1        | unit | \$ 41,000     | \$ 41,000     |            |               | \$ 41,000                      | \$ 41,000               |                             |                                | \$ 41,000              |       |
| 55             | 1        | unit | \$ 42,000     | \$ 42,000     |            |               | \$ 42,000                      | \$ 42,000               |                             |                                | \$ 42,000              |       |
| 56             | 1        | unit | \$ 43,000     | \$ 43,000     |            |               | \$ 43,000                      | \$ 43,000               |                             |                                | \$ 43,000              |       |
| 57             | 1        | unit | \$ 44,000     | \$ 44,000     |            |               | \$ 44,000                      | \$ 44,000               |                             |                                | \$ 44,000              |       |
| 58             | 1        | unit | \$ 45,000     | \$ 45,000     |            |               | \$ 45,000                      | \$ 45,000               |                             |                                | \$ 45,000              |       |
| 59             | 1        | unit | \$ 46,000     | \$ 46,000     |            |               | \$ 46,000                      | \$ 46,000               |                             |                                | \$ 46,000              |       |
| 60             | 1        | unit | \$ 47,000     | \$ 47,000     |            |               | \$ 47,000                      | \$ 47,000               |                             |                                | \$ 47,000              |       |
| 61             | 1        | unit | \$ 48,000     | \$ 48,000     |            |               | \$ 48,000                      | \$ 48,000               |                             |                                | \$ 48,000              |       |
| 62             | 1        | unit | \$ 49,000     | \$ 49,000     |            |               | \$ 49,000                      | \$ 49,000               |                             |                                | \$ 49,000              |       |
| 63             | 1        | unit | \$ 50,000     | \$ 50,000     |            |               | \$ 50,000                      | \$ 50,000               |                             |                                | \$ 50,000              |       |
| 64             | 1        | unit | \$ 51,000     | \$ 51,000     |            |               | \$ 51,000                      | \$ 51,000               |                             |                                | \$ 51,000              |       |
| 65             | 1        | unit | \$ 52,000     | \$ 52,000     |            |               | \$ 52,000                      | \$ 52,000               |                             |                                | \$ 52,000              |       |
| 66             | 1        | unit | \$ 53,000     | \$ 53,000     |            |               | \$ 53,000                      | \$ 53,000               |                             |                                | \$ 53,000              |       |
| 67             | 1        | unit | \$ 54,000     | \$ 54,000     |            |               | \$ 54,000                      | \$ 54,000               |                             |                                | \$ 54,000              |       |
| 68             | 1        | unit | \$ 55,000     | \$ 55,000     |            |               | \$ 55,000                      | \$ 55,000               |                             |                                | \$ 55,000              |       |
| 69             | 1        | unit | \$ 56,000     | \$ 56,000     |            |               | \$ 56,000                      | \$ 56,000               |                             |                                | \$ 56,000              |       |
| 70             | 1        | unit | \$ 57,000     | \$ 57,000     |            |               | \$ 57,000                      | \$ 57,000               |                             |                                | \$ 57,000              |       |
| 71             | 1        | unit | \$ 58,000     | \$ 58,000     |            |               | \$ 58,000                      | \$ 58,000               |                             |                                | \$ 58,000              |       |
| 72             | 1        | unit | \$ 59,000     | \$ 59,000     |            |               | \$ 59,000                      | \$ 59,000               |                             |                                | \$ 59,000              |       |
| 73             | 1        | unit | \$ 60,000     | \$ 60,000     |            |               | \$ 60,000                      | \$ 60,000               |                             |                                | \$ 60,000              |       |
| 74             | 1        | unit | \$ 61,000     | \$ 61,000     |            |               | \$ 61,000                      | \$ 61,000               |                             |                                | \$ 61,000              |       |
| 75             | 1        | unit | \$ 62,000     | \$ 62,000     |            |               | \$ 62,000                      | \$ 62,000               |                             |                                | \$ 62,000              |       |
| 76             | 1        | unit | \$ 63,000     | \$ 63,000     |            |               | \$ 63,000                      | \$ 63,000               |                             |                                | \$ 63,000              |       |
| 77             | 1        | unit | \$ 64,000     | \$ 64,000     |            |               | \$ 64,000                      | \$ 64,000               |                             |                                | \$ 64,000              |       |
| 78             | 1        | unit | \$ 65,000     | \$ 65,000     |            |               | \$ 65,000                      | \$ 65,000               |                             |                                | \$ 65,000              |       |
| 79             | 1        | unit | \$ 66,000     | \$ 66,000     |            |               | \$ 66,000                      | \$ 66,000               |                             |                                | \$ 66,000              |       |
| 80             | 1        | unit | \$ 67,000     | \$ 67,000     |            |               | \$ 67,000                      | \$ 67,000               |                             |                                | \$ 67,000              |       |
| 81             | 1        | unit | \$ 68,000     | \$ 68,000     |            |               | \$ 68,000                      | \$ 68,000               |                             |                                | \$ 68,000              |       |
| 82             | 1        | unit | \$ 69,000     | \$ 69,000     |            |               | \$ 69,000                      | \$ 69,000               |                             |                                | \$ 69,000              |       |
| 83             | 1        | unit | \$ 70,000     | \$ 70,000     |            |               | \$ 70,000                      | \$ 70,000               |                             |                                | \$ 70,000              |       |
| 84             | 1        | unit | \$ 71,000     | \$ 71,000     |            |               | \$ 71,000                      | \$ 71,000               |                             |                                | \$ 71,000              |       |
| 85             | 1        | unit | \$ 72,000     | \$ 72,000     |            |               | \$ 72,000                      | \$ 72,000               |                             |                                | \$ 72,000              |       |
| 86             | 1        | unit | \$ 73,000     | \$ 73,000     |            |               | \$ 73,000                      | \$ 73,000               |                             |                                | \$ 73,000              |       |
| 87             | 1        | unit | \$ 74,000     | \$ 74,000     |            |               | \$ 74,000                      | \$ 74,000               |                             |                                | \$ 74,000              |       |
| 88             | 1        | unit | \$ 75,000     | \$ 75,000     |            |               | \$ 75,000                      | \$ 75,000               |                             |                                | \$ 75,000              |       |
| 89             | 1        | unit | \$ 76,000     | \$ 76,000     |            |               | \$ 76,000                      | \$ 76,000               |                             |                                | \$ 76,000              |       |
| 90             | 1        | unit | \$ 77,000     | \$ 77,000     |            |               | \$ 77,000                      | \$ 77,000               |                             |                                | \$ 77,000              |       |
| 91             | 1        | unit | \$ 78,000     | \$ 78,000     |            |               | \$ 78,000                      | \$ 78,000               |                             |                                | \$ 78,000              |       |
| 92             | 1        | unit | \$ 79,000     | \$ 79,000     |            |               | \$ 79,000                      | \$ 79,000               |                             |                                | \$ 79,000              |       |
| 93             | 1        | unit | \$ 80,000     | \$ 80,000     |            |               | \$ 80,000                      | \$ 80,000               |                             |                                | \$ 80,000              |       |
| 94             | 1        | unit | \$ 81,000     | \$ 81,000     |            |               | \$ 81,000                      | \$ 81,000               |                             |                                | \$ 81,000              |       |
| 95             | 1        | unit | \$ 82,000     | \$ 82,000     |            |               | \$ 82,000                      | \$ 82,000               |                             |                                | \$ 82,000              |       |
| 96             | 1        | unit | \$ 83,000     | \$ 83,000     |            |               | \$ 83,000                      | \$ 83,000               |                             |                                | \$ 83,000              |       |
| 97             | 1        | unit | \$ 84,000     | \$ 84,000     |            |               | \$ 84,000                      | \$ 84,000               |                             |                                | \$ 84,000              |       |
| 98             | 1        | unit | \$ 85,000     | \$ 85,000     |            |               | \$ 85,000                      | \$ 85,000               |                             |                                | \$ 85,000              |       |
| 99             | 1        | unit | \$ 86,000     | \$ 86,000     |            |               | \$ 86,000                      | \$ 86,000               |                             |                                | \$ 86,000              |       |
| 100            | 1        | unit | \$ 87,000     | \$ 87,000     |            |               | \$ 87,000                      | \$ 87,000               |                             |                                | \$ 87,000              |       |
| 101            | 1        | unit | \$ 88,000     | \$ 88,000     |            |               | \$ 88,000                      | \$ 88,000               |                             |                                | \$ 88,000              |       |
| 102            | 1        | unit | \$ 89,000     | \$ 89,000     |            |               | \$ 89,000                      | \$ 89,000               |                             |                                | \$ 89,000              |       |
| 103            | 1        | unit | \$ 90,000     | \$ 90,000     |            |               | \$ 90,000                      | \$ 90,000               |                             |                                | \$ 90,000              |       |
| 104            | 1        | unit | \$ 91,000     | \$ 91,000     |            |               | \$ 91,000                      | \$ 91,000               |                             |                                | \$ 91,000              |       |
| 105            | 1        | unit | \$ 92,000     | \$ 92,000     |            |               | \$ 92,000                      | \$ 92,000               |                             |                                | \$ 92,000              |       |
| 106            | 1        | unit | \$ 93,000     | \$ 93,000     |            |               | \$ 93,000                      | \$ 93,000               |                             |                                | \$ 93,000              |       |
| 107            | 1        | unit | \$ 94,000     | \$ 94,000     |            |               | \$ 94,000                      | \$ 94,000               |                             |                                | \$ 94,000              |       |
| 108            | 1        | unit | \$ 95,000     | \$ 95,000     |            |               | \$ 95,000                      | \$ 95,000               |                             |                                | \$ 95,000              |       |
| 109            | 1        | unit | \$ 96,000     | \$ 96,000     |            |               | \$ 96,000                      | \$ 96,000               |                             |                                | \$ 96,000              |       |
| 110            | 1        | unit | \$ 97,000     | \$ 97,000     |            |               | \$ 97,000                      | \$ 97,000               |                             |                                | \$ 97,000              |       |
| 111            | 1        | unit | \$ 98,000     | \$ 98,000     |            |               | \$ 98,000                      | \$ 98,000               |                             |                                | \$ 98,000              |       |
| 112            | 1        | unit | \$ 99,000     | \$ 99,000     |            |               | \$ 99,000                      | \$ 99,000               |                             |                                | \$ 99,000              |       |
| 113            | 1        | unit | \$ 100,000    | \$ 100,000    |            |               | \$ 100,000                     | \$ 100,000              |                             |                                | \$ 100,000             |       |

# Other things to keep in mind...



- Keep in touch with your award officer (Chesapeake Bay Trust) - involve them when possible
- All public communications and promotion including press releases, print publications, signage, online messaging, etc. must:
  - Acknowledge the funding partner Montgomery County Department of Environmental Protection (include name and logo)
  - Acknowledge that the award funding is provided through the Montgomery County Water Quality Protection Fund and include the Montgomery County seal
  - All media communications concerning any project related event must be referred to the Trust and include the Trust's logo.





## Resources

- Resources for Awardees: <https://cbtrust.org/additional-resources/>
  - How to manage a Trust award video
  - Trust logos
  - Outreach and behavior change best practices and resources
- Chesapeake Bay Trust Project Map: <https://cbtrust.org/impact-of-our-work/>
- Behavior Change Database: <https://www.chesapeakebehaviorchange.org/>
- List of previously funded projects:  
<https://cbtrust.org/grants/cleanwatermontgomery/projects/>
- County Programs
  - RainScapes: <https://www.montgomerycountymd.gov/water/rainscapes/>
  - Tree Montgomery: <https://treemontgomery.org/>



# Q & A





**THANK YOU!**

**Kathy Somoza**

**[ksomoza@cbtrust.org](mailto:ksomoza@cbtrust.org) | 410-974-2941 ext. 120**