



CHESAPEAKE & ATLANTIC COASTAL BAYS TRUST FUND

Grantee Introductory Packet



**Chesapeake
& Coastal Service**

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SECTION 1 – DEVELOPING YOUR GRANT

Now that you have been notified of the intent to fund your proposed project, the first step will be to work with your assigned grant manager to develop your grant documents. Trust Fund grants have two components - the grant agreement and the scope of work. Descriptions of both components and how they are developed are provided below. Please keep in mind that your project was selected for funding based on the deliverables it will achieve, including its nutrient and sediment reductions, as described in your proposal. Substantive changes made the proposed project during the grant development process will require further evaluation and may impact funding.

This packet was created to provide an overview of the grant processes and requirements ahead of signing the agreement and beginning your project. Please read through it and discuss any questions or concerns with your Trust Fund grant manager and be sure to fully understand all of the reporting and invoicing requirements before proceeding with accepting the grant.

Grant Components

Grant Agreement

The grant agreement contains the legal language that defines the terms of your grant. Your grant manager will prepare the agreement by inserting information pertaining to your grant. You will have already provided some of this information in your grant proposal; however, your manager will ask you for additional details, including:

- your organization's federal identification number and the address to which reimbursement checks should be mailed
- the start and end dates for your grant – you and your manager will select these together
- the contact information for the two members of your organization who will serve as the key personnel for the grant
- the name and position of the appropriate signatory or signatories for the grant agreement

Once your grant manager has drafted the agreement, he or she will email you a copy for your review. If applicable, please forward it to your legal department at this time. On occasion, a grantee's legal department will request that changes be made to the grant agreement. The grant agreement language has been vetted through the State's legal avenues and approved for legal sufficiency by the DNR Assistant Attorney General; therefore, changes to the language are discouraged but can be considered. Any suggested edits must be submitted to your grant manager so that they can be reviewed by DNR's legal team. This will extend the drafting grant agreement drafting and project execution timeline.

Scope of Work

The scope of work describes the project to be implemented under the grant agreement. The main sections of the scope of work are the project background, objectives and responsibilities,

monitoring strategy, maintenance plan, project list, project timeline, reporting/documentation requirements, and the detailed budget. All of these sections must be completed, including monitoring and maintenance, even if the grant award is not funding those activities. A copy of the scope of work template has been provided at the end of this document in Attachment A. Your grant manager will also email you an electronic version. You will be responsible for drafting your scope of work, but your grant manager will work collaboratively with you to help edit and revise it. The scope of work draft will not be finalized until both you and your grant manager have reviewed and accepted the entire document.

Executing the Grant

Once the drafts of the grant agreement and scope of work have been finalized, your grant manager will mail or email you three copies of the grant document for signing. All three copies of the grant must be signed by the appropriate signatory or signatories and returned to your grant manager for execution. Once received, your grant manager will submit all three copies for signing and processing at DNR. One fully executed copy will be returned to you for your records. Your grant manager will keep another for his or her file, and the last copy will be retained by your grant's fiscal officer at DNR. Given the time it takes to conduct this processing, it is ideal to have the grant draft finalized a minimum of three weeks prior to the start of the grant term.

SECTION 2 – REPORTING

Reporting Requirements

Three types of reports must be submitted during the grant term in order to keep the project in good standing. Brief descriptions of these reports are provided as follows:

Quarterly Reports

Quarterly reports document progress towards the achievement of the project deliverables. They contain information about activities scheduled for the quarter, activities conducted during the quarter, and an explanation of any discrepancies between the two, if necessary. Quarterly reports are usually due on January 15, April 15, July 15, and October 15 for terms ending December 31, March 31, June 30 and September 30. The due date for your first quarterly report is provided in the scope of work and depends on the grant's start date.

A copy of the quarterly report template has been provided in Attachment B. Please review the template and let your grant manager know if you have any questions. An electronic version of the template is available on the CCS (Chesapeake and Coastal Service) Grants Online system (for more information, see "Report Submission through CCS Grants Online" below). Thorough reporting is necessary to keep your grant in good standing and your grant manager informed of the project(s) status. Please fill in all of the template's fields and add any additional information you would like to share at the end of the document.

Because quarterly reporting is essential to your manager's understanding of your grant's progress, quarterly reports are a requirement for invoicing. This means that any invoices submitted without a quarterly report will be held for processing until the report has been received and approved.

Monthly Reports

If necessary, reports and invoices can be submitted on a monthly schedule in lieu of the quarterly schedule. Please assess the needs of your organization and discuss this option with your grant manager during the grant-writing process if you are interested.

Final Report

A final report is necessary for the grant to be closed and the final invoice to be processed. Depending on the start date of the project, the final quarterly report may serve as the final report. The final report template will be provided to you by your grant manager. The template includes a side-by-side analysis of the expected deliverables from the scope of work and the actual deliverables achieved by project completion.

Success Story

With the final report, project managers must submit a success story – suitable for distribution in newsletters, magazines, online, etc. – documenting a significant achievement as a result of the activities conducted through the grant. This can focus on one specific project site, or detail the overall impact of multiple project sites funded through the grant. Success stories should be written with the public in mind as the audience.

Funding recipients will submit (at least) one success story highlighting an example or instance where a Trust Fund project has been successful in addressing nonpoint source pollution issues. The narrative for success stories should include:

- Identification and description of the nonpoint source reduction practice implemented;
- If applicable, a geographic location of the project should be identified including community name, watershed, legislative district, and other location information;
- Description of how the Trust Fund dollars impacted the implementation;
- Summary of the accomplishment and outcomes such as improvements in water quality, reduction value, long-term impacts, community impacts & engagement, on-going monitoring efforts, etc.;
- Quantitative information on the degree of improvement (e.g., acres of wetlands restored as a result of the funding); and
- Total cost of the project detailed by Trust Fund dollars (total cost, construction and materials as well as associated salary, fringe, etc.) and local funds leveraged for the project.

It is recommended that success stories be approximately one single-spaced page in length. The description should include enough information that CCS can use the report without requesting additional information. Funding recipients can attach any digital photos, reports, press releases, or other work products associated with the success story. An example success story has been provided in Attachment C.

Report Submission through CCS Grants Online

Starting with the grants selected through the Fiscal Year 2016 solicitation, all quarterly reports will be submitted through the CCS Grants Online system. The grant manager should use the same login information as was used to submit the project's proposal. Once a proposal has been selected for funding, it will appear as a funded project in CCS Grants Online. When the project manager logs into the system and views their dashboard, the project title will appear as a shaded row in a table with the links "View," "Summary," and "Reporting" appearing on the right side of that row.

The "View" function will allow the user to view the original proposal. The "Summary" function will allow the user to see additional project details. The "Reporting" function will allow the user to view the reporting schedule and to download the quarterly report template. Once downloaded, the template should be completed, saved, and uploaded to CCS Grants Online once complete. It is expected that all reports will be well-written and error-free, and composed using complete sentences.

SECTION 3 – INVOICING

General Invoicing

Trust Fund grants are reimbursable on a quarterly basis, unless a monthly schedule has been agreed upon. Status reports must accompany all reimbursements requests in order for invoices to be approved by the grant manager. If no invoice is being submitted for a particular quarter, please provide a written explanation describing why there are no expenditures for reimbursement to your grant manager with the quarterly report.

All expenditures will be reviewed at the discretion of the grant manager to assure projects are on task to meet milestone target dates. Reimbursements will only be awarded for work directly pertaining to project implementation. Ineligible expenses include but are not limited to refreshments, t-shirts, promotional collateral, endowments, deficit financing, annual giving, fund raising, venture capital, and political lobbying.

Appropriate back-up documentation will be sent to the grant manager via mail or email, and not through the Grants Online system. All invoices must include a cover letter, the template for which is provided in Attachment D. Your grant manager will also provide an electronic version of this template. Please include descriptions or explanations of included expenses if necessary to clarify how they relate to project implementation.

The final invoice with appropriate back-up documentation is due 45 days after the end date of the grant.

Guidelines for Proper Invoicing

The format of the invoice shall mimic the format of the budget in the scope of work to the greatest extent possible, and the grant tracking number must be noted on all invoices. Each invoice shall include a summary sheet that shows the expenditures by budget category. If the invoice includes requested reimbursement for personnel expenses, the summary sheet should include a salary and fringe breakdown to include grade/step, position, and number of hours worked multiplied by the appropriate hourly pay rate.

Each invoice must also include appropriate backup documentation for each expense to be reimbursed. This documentation will serve as verification for all expenditures listed on the summary sheet. Backup documentation for materials and services purchased should coincide with the invoice period. Examples of acceptable documentation for expenditures are provided in the table below, and a sample invoice is provided in Attachment E as an example for proper proof of payment. Invoices will not be processed until all of the required backup documentation has been provided. Delays in providing backup that exceed 10 days from the invoice date will require invoices to be resubmitted.

Category	Backup Documentation Needed
Salaries	Copies of signed time sheets with project hours noted and proof of payment, such as copies of cancelled checks, personnel payment logs showing check numbers, or copies of direct deposit transaction summaries
Communication (telephone bills, postage)	Copies of phone bills, receipts for purchase of postage, etc.
Travel	Copies of approved expense reports and validated bills, invoices, and receipts that are related to the travel
Supplies/Equipment	The following information must be provided for each purchase: transaction date, merchant name, description and quantities of items purchased, and the amount of the purchase.
	Proof of payment, such as copies of canceled checks, purchasing logs showing check numbers, or receipts must be submitted. If available, receiving reports showing that merchandise was delivered should be submitted.
	For corporate card purchases, each cardholder shall provide an activity log, credit card statement, and receipts. The account (PCA code) to be charged should be indicated if different from that assigned to the card.
Contractual Services	Copies of bills or invoices providing a description of the services provided, as well as proof of the payment, such as copies of canceled checks or payment logs showing check numbers

Electronic Funds Transfer

It takes three to four weeks, on average, for a grantee to receive their reimbursement check after their invoice has been successfully submitted. Grantees who have enrolled in Electronic Funds Transfer (EFT) through the State Comptroller's Office will receive reimbursement funds more quickly. In order to enroll in EFT, visit the Comptroller's website at <http://marylandtaxes.com>. Scroll to the bottom right corner of the page and click on "Vendor Services." Next, click on "Electronic Funds Transfer" and select Form X-10. Mail the completed form with a copy of a voided check to the address at the bottom of the form, or fax it to (410) 974-2309. Do NOT submit the form to your grant manager.

SECTION 4 – ADDITIONAL INFORMATION

Notice of Funding Source

Grant recipients will acknowledge the Trust Fund on all signage, publications, videos, and other promotional materials. A State logo shall be present on all materials, which can be obtained through the DNR Project Manager. Sample language: “This project was funded completely or in part by the Maryland’s Chesapeake & Atlantic Coastal Bays Trust Fund. For more information, visit <http://dnr.maryland.gov/trustfund>.”

Advanced Payments (Advancements)

Advanced payments will be considered on a case-by-case basis, but are not common or encouraged. If you would like to request an advanced payment, please contact your grant manager to discuss the situation. If approved, your grant manager will provide you with an advancement request template to be filled out and submitted. The invoice for the expense(s) to be paid by the advancement must be submitted with the request form. Please keep in mind that advancements require the same amount of time for processing as reimbursement requests, and that you may not receive the funds for three to four weeks. Once an advancement has been granted, you must submit proof of payment within 60 days. No additional funding requests (reimbursements or advancements) will be granted until the appropriate backup has been received.

Modifications

A modification is the process through which a grant’s scope of work is revised. Requests for modifications are carefully reviewed by the State to determine how the proposed changes would impact project deliverables, including nutrient and sediment reductions. Because Trust Fund grants are selected through a competitive process, the deliverables to be achieved by the project remain the same as, or be equivalent to, what was originally proposed. Consequently, modification requests that would significantly alter the project’s deliverables will require re-evaluation of the investment by the State.

Changes requiring a modification

You must obtain prior approval from your grant manager if you wish to make any of the following changes to your grant scope:

- You need to change your budget by more than 10 percent
- You need to add a new line item to the existing budget (e.g. add equipment or a subcontractor)
- You need a no-cost extension

- You would like to make changes to the project's goals, objectives, milestones, or deliverables

All of these changes would require a grant modification. If you would like to learn more about the modification process, please discuss your situation with your grant manager. He or she will provide you with a modification request form to be filled out and submitted approximately 60 days prior to the end of your grant's term. A copy of the request form has been provided in this document (Attachment F), but your grant manager will send you an electronic copy upon your request. Once the completed form has been received, your grant manager and other department representatives will review your request and decide whether to approve or reject it.

If your request is approved, your grant manager will draft the modification document, which will show all of the revisions to be made to the grant's scope of work. Once finalized, the grant manager will mail or email you three copies of the modification to sign. You must then return all three copies to your grant manager, at which point they will be processed. A fully executed copy of the modification will be mailed to you for your records.

Budget changes less than 10%

Grantees are allowed to shift up to ten percent of the total project funds from one existing line item (e.g. supplies, travel, etc.) to another without a formal modification, as long as it doesn't substantively change the project's goals, objectives, milestones, or deliverables. If you would like to shift funds in accordance with this provision, please discuss the situation with your grant manager. He or she must review and approve the change before it can be made.

Termination

In order to be considered valid, any requested changes to a grant must be reviewed and accepted by the State. Any changes made by a grantee without prior approval will be considered invalid. The State reserves the right to terminate the grant agreement if the grantee fails to fulfill its obligations or violates any of its provisions.

Reporting Credits

Your project was selected, in part, due to the nutrient and sediment reductions it will achieve in support of WIP and TMDL goals. It is the grantee's responsibility to properly report the credits to the appropriate agency. Credits from these projects cannot be traded or banked.

Attachment A

Scope of Work Template

Attachment A
SCOPE OF WORK

Project Title:

Budget:	State (Trust Fund):	\$
	<u>Leveraged Funds:</u>	<u>\$</u>
	Total:	\$

Funding Period:

Funding Recipient:

1. Abstract (4-5 sentences detailing the project(s) and outcomes)

2. Background

3. Objectives and Responsibilities

4. Monitoring Strategy

5. Maintenance Plan

5. Project List

<i>Project</i>	<i>Description</i>	<i>Location (lat/long) in Decimal Degrees</i>	<i>2012 Legislative District</i>	<i>8-digit Watershed</i>	<i>Status (Design/Plannin g, Permit, Construction)</i>	<i>Estimated Cost</i>	<i>Est. Nutrient Reduction</i>	<i>Deliverables</i>
						TF\$ Leveraged\$ Total\$	X lbs N; X lbs P; X tons Sed/TSS	

Comment [GME1]: One row should be completed for each project. Rows can be added or deleted as necessary.

6. Timeline

	2015						2016												2017					
<i>Project</i>	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6

Comment [GME2]: Details should be provided for each project, including design, permitting, and construction. Rows and columns can be added or deleted as necessary.

Reporting/Documentation Requirements:

Quarterly reports will be required to assure projects are on task to meet milestone target dates. Recipients will be asked to briefly report on project status, budgets, and identification of problems or other concerns. Reports will be due to **PROJECT MANAGER** ([email: 410.260.XXXX](mailto:410.260.XXXX)) and/or his appointed designee in line with the following schedule:

Comment [GME3]: Your project manager's name and contact information will be provided here.

<u>Time Frame</u>	<u>Due Date</u>
July 15, 2015 – September 30, 2015	October 15, 2015
October 1, 2015 – December 31, 2015	January 15, 2016
January 1, 2016 – March 31, 2016	April 15, 2016
April 1, 2016 – June 30, 2016	July 15, 2016
July 1, 2016 – September 30, 2016	October 15, 2016
October 1, 2016 – December 31, 2016	December 31, 2016 (FINAL)

Comment [GME4]: These dates have been provided as an example only. The time frame will be completed by your grant manager.

Invoices with appropriate back-up documentation shall be submitted for the same time frames noted above unless prepaid expenses are approved.

Prepaid Expenses

Prepayment of expenses will be considered based on documentation of immediate need by the Grantee. All requests must be accompanied by a detailed list of proposed expenditures and shall include original correspondence from contractors to document requested prepayment. If provision of prepaid expenses is approved, receipts and back-up documentation must be submitted on a calendar-month basis. With exception of the final report and final invoice, calendar-month reports and prepayment back-up documentation is due by the 15th of the following month. (e.g. March 1, 2015-March 31, 2015 information is due April 15, 2015.) The Grantee will certify in the monthly report what work has been completed in relation to the approved scope of work. If contractor invoices do not include a term of work, the Grantee will certify the term of work. The Grantee will provide proof of payment to include date paid and check number (or voucher number).

Documentation and all proof of payment for the prepaid expenses must be submitted prior to submitting any further requests for prepayment or reimbursement. Failure to provide adequate back-up documentation for a prepayment will result in delays/reductions to future reimbursements.

A **final report** will be required at the end of the project period to provide a detailed summary of the outcomes/results, lessons learned, and next steps. This report should cover activities conducted over the entire project period. **Photo documentation is required.**

The funding recipient shall not incur costs or obligate funds for any purpose pertaining to the operation of the project beyond the end date stipulated in the grant. The final invoice with appropriate back-up documentation shall be submitted to the Chesapeake and Coastal Service no later than forty-five days after the end date of the grant.

BUDGET
(START through END)

Comment [GMES]: The start and end dates of your grant will be provided here.

After Grantee has been paid an amount equal to ninety percent (90%) of the funds initially allocated and approved for this grant, the Department of Natural Resources may withhold from payment an amount of not more than ten percent (10%) of the total grant amount, until satisfactory completion and submission by Grantee of all tasks described under this agreement.

Category	State	Documented Match	Total
Personnel	1	\$0.00	
Fringe Benefits	1	\$0.00	
Travel approx. @ \$0.56/mi.	2	\$0.00	
Field Supplies	3	\$0.00	
Supplies - Office Supplies	4	\$0.00	
Contractual	5	\$0.00	
Other	6	\$0.00	
Administration (1.5%)		\$0.00	
Total		\$0.00	

¹**Position(s):**

Position Title:

Step/Grade:

Salary Amount: \$

Fringe %:

Fringe Amount:

²**Travel:**

³**Field Supplies:**

⁴**Supplies:**

⁵**Contractual:**

⁶**Other:**

Leveraged Funds:

The GRANTEE will be providing \$XXXXXX in leveraged funds to the project. The leveraged funding will provide XXXXXXXXXXXXX. These leveraged funds demonstrate local commitment to the project and will be a component of the Final Report; however, these funds will not be documented through invoices.

GRANTEE procurement guidelines and procedures will be followed.

Comment [GME1]: The name of the grantee, the total amount of leveraged funds, and a description of how the leveraged funds will be used will be provided here.

Signage, Publications, Videos and Acknowledgment of Grant Funding

In promotion of projects funded through the Chesapeake & Atlantic Coastal Bays Trust Fund (Trust Fund), grant recipients will acknowledge the Trust Fund on all signage, publications, videos, and other promotional materials. A State logo shall be present on materials created to promote projects funded through the Trust Fund. The appropriate logo can be obtained through the DNR Project Manager.

Sample language for signage and other promotional materials: “This project was funded completely or in part by the Maryland’s Chesapeake & Atlantic Coastal Bays Trust Fund. For more information, visit <http://dnr.maryland.gov/trustfund>.”

Guidelines for Proper Invoicing

Grantees shall submit, generally on a quarterly basis, all invoices and match (if applicable) to the Chesapeake and Coastal Service. The format of the invoice shall mimic the format of the budget in this scope of work to the greatest extent possible. Each invoice shall include a summary sheet that breaks down expenditures by budget category. The summary sheet should include a salary and fringe breakdown to include grade/step, position, and number of hours worked multiplied by the appropriate hourly pay rate. Also, include all necessary backup documentation that will serve as verification for all expenditures listed on the summary sheet. The grant tracking number will be noted on all invoices. Examples of acceptable documentation for expenditures are listed below.

Appeals for advancement of funds, for the purpose of mobilizing implementation of the project components, will be considered on a project by project basis when need is determined by the Department. All requests must be accompanied by a detailed list of proposed expenditures as well as documented need by contractor to have funding “upfront”. If provision of upfront funds is approved, receipts for all purchases are required within 60 days of purchase. Failure to provide adequate back-up documentation for funding advancement will result in delays/reductions to future reimbursement requests. Examples of acceptable back-up documentation include but are not limited to the following:

Category

Backup Documentation Needed

Salaries

Copies of signed time sheets with project hours noted with proof of payment.

Communication (telephone bills, postage)	Copies of phone bills. Documentation for postage should include copies of receipts.
Travel	Copies of approved expense reports and signed FS18 are adequate. Also, all copies of validated bills, invoices and receipts that are related to your travel must be provided.
Supplies/Equipment	<p>Copies of canceled checks or check numbers, receiving reports showing that merchandise was received, cash register receipts, or FS18 signed by a Fiscal Officer.</p> <p>For corporate card purchases, each cardholder shall provide the standard DNR "Activity Log," bank memo statement and receipts for recording each transaction (purchase and/or credit) made with each corporate purchasing card which must include the following: <i>transaction date, merchant name, description of item purchased (including quantity), account (PCA code) to be charged if different from that assigned to the card, and amount of purchase.</i></p>
Contractual Services	Copies of bills or invoices <u>with</u> receipts or FS18 signed by a Fiscal Officer. Also, copies of canceled checks or copies of check numbers.
Match	Match, if applicable, shall be labeled as match and shall be documented in the same format as direct charges. Match shall be paid out at the same general rate as the Grant share. Match information shall be provided with each invoice submission for direct charges.

Note: Time period on invoice shall coincide with time period on backup documentation.

To modify the budget, scope of work, or schedule, please follow these guidelines.

1. Project managers may shift up to ten percent (10%) of their total project funds from one existing line-item (e.g. supplies, travel, etc.) to another, as long as it doesn't

substantively modify the project's goals, objective, milestones or deliverables.

2. Prior approval from the DNR Agreement Representative is necessary if
 - (a) you need to modify your budget by more than ten percent (10%); OR
 - (b) you need to add a new line-item to the existing budget (e.g., add equipment or subcontractor to the budget); OR
 - (c) you need a no-cost extension; OR
 - (d) the modification will result in substantive changes to the project's goals, objectives, milestones or deliverables.

Attachment B

Quarterly Report Template

**Trust Fund Quarterly Report
Chesapeake & Atlantic Coastal Bays Trust Fund**

Grantee:

Project Title:

TF Grant Number: 14-

Grant Term:

Reporting Period:

Project Location: *(8-digit watershed and subwatershed)*

Project Contact: *Name:
Address:
Phone:
Email:*

Recipient of Funds: *Name:
FIN:
Address:
Phone:*

Is the project on track with schedule outlined in Grant/SOW: Yes/No

List all permits required for all projects: (list permit numbers where applicable)

<i>Permits Required</i>	<i>In Hand (Approval Date)</i>	<i>Submitted (Date)</i>	<i>Not Submitted (Target Date)</i>

Have you gone through the pre-application process for any of these permits?

Please update below by project:

<i>Project</i>	<i>Progress Report*</i>	<i>Location (lat/long) Decimal degrees</i>	<i>Status (Design/Planning, Permit, Construction-% complete)</i>	<i>Project Budget**</i>	<i>Est. Nut. Red.</i>	<i>Deliverables</i>
Project A		Decimal degrees for each of the locations (e.g. 38.8896, -77.0353 rather than 38°53'22"N, 77°02'07"W)		TF Budget: \$XXX Amount Expended to Date: \$XXX	X lbs N; X lbs P; X lbs Sed/TSS	X miles of stream restoration

***Progress Report:** (To include what has taken place this quarter, project or timeline changes, what to expect for the next quarter, any planned events on site, etc.)

****Project Budget:** (Is the project on budget? If not, why and what are your plans for getting back on budget? Please include summary expenditures to date.)

Notes: *(Up to date issues, lessons learned, concerns, budget notes...etc)*

***Please indicate, where applicable, for each project**

	This Quarter	Total To Date
Riparian Acres		
Reforested Acres		
Wetland Acres		
Linear Ft of Streams Restored/Enhanced		
Impervious Removal		
Urban Trees Planted (#)		
Non Urban Trees Planted (#)		
Rain Gardens (#)		
Misc LID/Retrofits/Stormwater BMPs (#)		
Volunteers Engaged		

Photos: *(Please send pre-construction, construction, and post-construction
by email or disk.)*

Attachment C

Sample Success Story



The South River Federation

Building business through restoration

By Kirk Mantay

Maryland's Chesapeake and Atlantic Coastal Bays Trust Fund works to accelerate Bay restoration by focusing limited financial resources on the most effective non-point source pollution control projects. Dollars for the Trust Fund are generated through Maryland's motor fuel and rental car taxes.

To date, through the Trust Fund, the State has invested roughly \$6 million in improving water quality in the South River — \$3.3 million of which has gone directly to reducing non-point source pollution in the Church Creek watershed. Such projects are wise investments for Maryland's taxpayers, creating local jobs through State funding while improving our waterways. But how did this marriage get started and what do private sector businesses have to say about it?

The re-awakening

When the DNR Lower Western Shore Tributary Strategy Team was christened in 1995, one of its major goals was to rouse the dormant South River Federation — an organization dating back to the 1950s. The Department and other funders helped the Federation re-establish itself in the late 1990s and early 2000s.

Funding, training and partnerships with various agency teams grew thick through the mid-2000s to complete small-scale projects and implement science-based monitoring. In 2011, staffed with six full-time employees, the Federation became the first Chesapeake Bay non-profit organization whose water quality data is accepted by State and federal agencies. What's at the center of all of this? Strategic partnerships and funding pursued by the Department.

In 2012, the relationship grew deeper when DNR awarded the Federation significant funding from the Trust Fund and the National Oceanic and Atmospheric Administration for work in the various

watersheds of the South River, starting with the highly impaired Church and Broad Creeks. Both of these creeks drain portions of the southwest Annapolis area and are the most degraded.



Top: Post-restoration walk through; Above: South River, pre-construction

Private sector profits

The scale and consistency of Trust Fund grants have been instrumental in galvanizing community and regulatory support, as well as additional endowments from private and public donors to get the work off the ground. The funding has also led to a sustained local market for contractors and consultants — now feverishly hiring engineers, surveyors and skilled laborers for local projects.

Dennis Meckley, chief of surveys at Carroll Land Services, Inc. says, “Survey opportunities in the commercial and residential sector have diminished in our area since 2008 due to economic factors. I have been fortunate to connect with the South River Federation and provide them with topographic and construction stakeout survey services for stream restoration.”

“This work,” he explains, “has been helpful in bridging the gap between other assignments, enabling me to provide continued employment for several surveyors. The results of our assessments and the consequent construction provide the residents of the immediate area and the broader Chesapeake Bay watershed with improved water quality. This benefits all of us.”

Joe Berg, vice president of Baltimore-based environmental consultant Biohabitats, Inc., notes that their firm, one of many in



Completed restoration



Construction phase

Maryland, has hired six water resource engineers in the past year alone. He says, “Biohabitats, like the rest of the Maryland engineering consulting community, is working hard to build personnel capacity to help our clients meet their goals.”

Those in the private sector have been excited to see the large scope and breadth of work being completed by small organizations with low overhead — and donations often follow. Dollars from the Trust Fund have been well-matched with private and corporate monies. The work’s value has expanded to Maryland taxpayers and has allowed groups like the

South River Federation to focus on sub-watershed scale work in Church Creek.

Visible progress

Once noted by government agencies as a *critically bleeding artery* of the South River, Church Creek recovery efforts began in 2009 and will conclude in 2016 thanks to consistent partners like DNR, the Chesapeake and Atlantic Coastal Bays Trust Fund, the National Fish and Wildlife Foundation and the Chesapeake Bay Trust. Nearly 50 non-point source pollution control projects will be completed, most in backyards and in community open spaces.

The Broad Creek initiative is in its wake; restoration efforts began this year and will conclude in 2018. Work for 2017-2022 is planned for the next tier of impairment, which includes Beards Creek and Crab Creek.

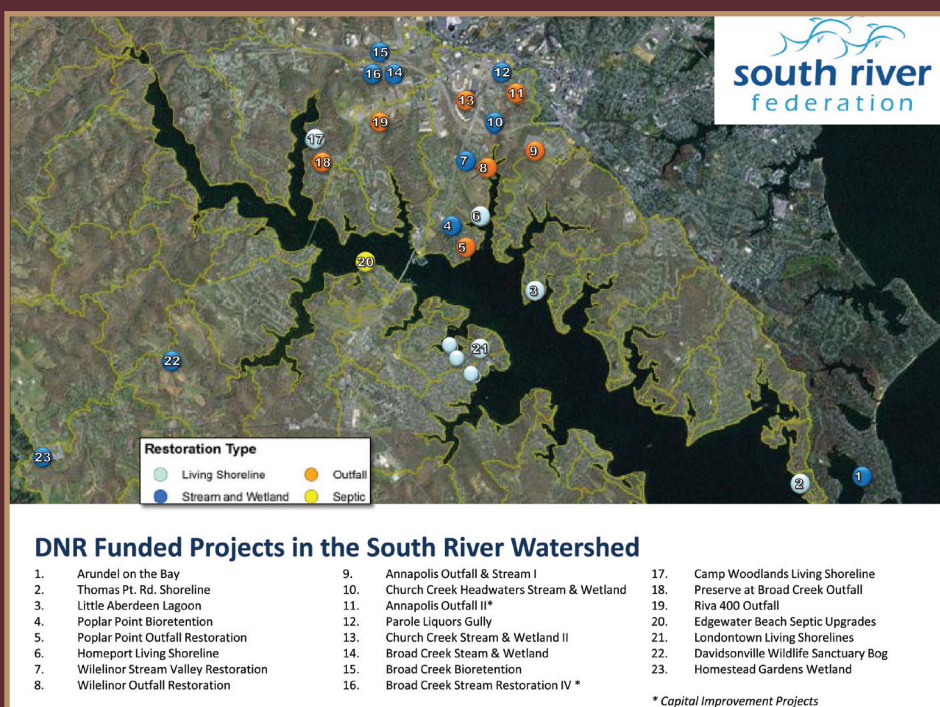
Mike Hollins, president of Sylva Natives Nursery, which grows native plants for both conservation projects and private landscaping, sees the DNR-supported work underway throughout Maryland and says, “These projects help create jobs and develop an industry of ecological stewardship in the often challenging market of landscaping.”

Hollins has been able to hire and retain staff at his large-scale commercial operations as a result.

More than just dots on a map, hundreds of similar projects across the Bay watershed prove to be wise investments for Maryland taxpayers. They exemplify how State funding, strategic partnerships and new approaches enhance our waterways and create local economies. ■

dnr.maryland.gov/ccs

Kirk Mantay is the Director of Watershed Restoration at the South River Federation.



Attachment D

Invoice Cover Letter Template

** Please submit on official letterhead*

[Date]

[Grant Manager]
Maryland Department of Natural Resources
Chesapeake & Coastal Service
580 Taylor Avenue, E-2
Annapolis, MD 21401

RE: Contract # XXX, Invoice# XXX
Project Title: XXX

Dear [Grant Manager],

Enclosed please find [Organization Name]'s invoice for the amount of \$XXX along with requested documentation for partial reimbursement under the Chesapeake and Atlantic Coastal Bays Trust Fund, grant number [XXX].

Please send remittance to: [Organization]
[Address]

Should you require any clarification or additional information, please feel free to contact [fiscal contact] of this office at [phone] or by email at [email].

Sincerely,

[Signatory Name]

[Signatory Title]

Invoice #:

Project Name:

Grant Number:

Project Term:

Invoice Term:

Category	Grant Budget	Previously Invoiced	Current Invoice*	Amount Remaining
Personnel				
Fringe				
Equipment				
Travel				
Supplies				
Contractual				
Construction				
Other				
TOTAL				

* Documentation Attached

I certify that the above is just and correct and payment has not been received.

Name

Date

Attachment E

Sample Invoice

BMP Maniac *an environmental non-profit organization*
123 Main Street
Annapolis, MD 21401

February 24, 2015

Dana Reiss
Maryland Department of Natural Resources
Chesapeake & Coastal Service
Tawes State Office Building, E-2
580 Taylor Avenue
Annapolis, MD 21401

RE: Grant # 14-14-1584 TFC 14, Invoice# 8
Project Title: Windy Shores Stormwater Retrofits

Dear Dana:

Enclosed please find the BMP Maniac invoice for the amount of \$370,210.64 along with requested documentation for partial reimbursement under the Chesapeake and Atlantic Coastal Bays Trust Fund, Grant # 14-14-1584 TFC 14.

Please send remittance to: Attn: Accounting Dept
BMP Maniac
123 Main Street
Annapolis, MD 21401

Should you require any clarification or additional information, please feel free to contact Jessica Smith of this office at 410-555-5555 or by email at jsmith@gmail.com.

Sincerely,

Jessica Smith

Invoice #: 8

Project Name: Windy Shores Stormwater Retrofits

Grant Number: 14-14-1584 TFC 14

Project Term: Aug 1, 2012 to Jun 30, 2015

Invoice Term: Oct 1, 2014 to Dec 31, 2014

Category	Grant Budget	Previously Invoiced	Current Invoice*	Amount Remaining
Personnel	\$15,000.00	\$8,077.50	\$1,066.87	\$5,855.63
Fringe	\$1,500.00	\$807.75	\$106.68	\$585.57
Travel	\$500.00	\$391.00	\$11.20	\$97.80
Equipment				
Supplies	\$15,000.00	\$4,311.43	\$1,297.50	\$9,391.07
Contractual	\$1,200,000.00	\$765,923.67	\$362,257.30	\$71,819.03
Admin	\$18,480.00	\$11,692.67	\$5,471.09	\$1,316.24
TOTAL	\$1,250,480.00	\$791,204.02	\$370,210.80	\$89,065.18

* Documentation Attached

I certify that the above is just and correct and payment has not been received.

Name

Date

BMP Maniac *an environmental non-profit organization*
 123 Main Street
 Annapolis, MD 21401
 Grant # 14-14-1584 TFC 14

Invoice #8

Invoice Period: October 1, 2014 - December 31, 2014

Budget Category

Personnel	Name	Pay Period		Amount	Pay Date	Check #
	Paul Smith	10/12/14-10/25/14		\$1,041.35	11/05/14	1076
	Penny Sparks	10/12/14-10/25/14		\$25.52	11/05/14	1075
Total Personnel:				\$1,066.87		

Fringe	Name	Pay Period		Amount	Pay Date	Check #
	Paul Smith	10/12/14-10/25/14		\$104.13	11/05/14	1076
	Penny Sparks	10/12/14-10/25/14		\$2.55	11/05/14	1075
Total Fringe:				\$106.68		

Travel	Name	Description	Miles	Amount	Pay Date	Check #
	Penny Sparks	October Travel Log	20	\$11.20	11/15/14	1098
Total Travel:				\$11.20		

Supplies	Vendor Name	Invoice #	Invoice Date	Amount	Date Paid	Check #
	Maryland Native P	9534	10/27/2014	\$1,297.50	11/15/14	1100
Total Supplies:				\$1,297.50		

Contractual	Vendor Name	Invoice #	Invoice Date	Amount	Date Paid	Check #
	Leggo Environmen	388	12/12/14	\$361,357.30	01/15/15	1118
	Professional Surve	106	12/31/14	\$900.00	01/13/15	1112
Total Contractual:				\$362,257.30		

Admin 1.5%				\$5,471.09		
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Total Invoice Request	\$370,210.64
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BMP Maniac Biweekly Timecard

Employee Paul Smith

Title Project Manager

Pay Period Starting 10/12/2014

Ending 10/25/2014

PROJECT	Project Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hrs	OT Hrs	Regular Hrs
WEEK 1											
Recreation Program	PAA		1						1.00		1.00
Windy Shores Bioretention	TF		7	8	8				23.00		23.00
Windy Shores Permeable Pavers	TF								0.00		0.00
County Bioretention	AACo					8			8.00		8.00
Church SW Retrofit	PVT								0.00		0.00
									0.00		0.00
									0.00		0.00
<i>Holiday</i>									0.00		
<i>Vacation</i>									0.00		
<i>Sick Leave</i>									0.00		
<i>Personal Leave</i>		8							8.00		
Total Hrs:		8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	32.00

WEEK 2											
Recreation Program	PAA								0.00		0.00
Windy Shores Bioretention	TF	8	8			3			19.00		19.00
Windy Shores Permeable Pavers	TF			7	8				15.00		15.00
County Bioretention	AACo			1					1.00		1.00
Church SW Retrofit	PVT					5			5.00		5.00
									0.00		0.00
									0.00		0.00
<i>Holiday</i>									0.00		
<i>Vacation</i>									0.00		
<i>Sick Leave</i>									0.00		
<i>Personal Leave</i>									0.00		
Total Hrs:		8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	40.00

Note: Use increments of 0.25 (15 minutes) when recording hours.

		Total	Overtime	Regular
Biweekly Total:		80.00	0.00	72.00
<i>Paul Smith</i>	10/25/2014			
Employee Signature	Date	Holiday:	0.00	
		Vacation:	0.00	
<i>Terri Murray</i>	10/25/2014	Sick Leave:	0.00	
Supervisor Signature	Date	Personal Leave:	8.00	
Supervisor Name: Terri Murray				

BMP Maniac
123 Main St
Annapolis, MD 21401

Paul Smith
7 Seventh Ave
Glen Burnie, MD 21061

Employee Pay Stub Check No: 1076 Pay Period: 10/12/14 - 10/25/14 Pay Date: 11/05/14

Employee	SSN
Paul Smith, 7 Seventh Ave, Glen Burnie, MD 21061	XXX-XX-6789

Earnings and Hours	Qty	Rate	Current	YTD Amount
Paid Time Off	8		146.15	1,057.61
Salary	72		1,315.39	19,210.39
			1,461.54	20,268.00

Deductions from Gross	Current	YTD Amount
Health Ins. (Med) - Pre Tax	-59.16	-59.16
Health Ins. (Vis) - Pre Tax	-2.50	-2.50
	-61.66	-61.66

Taxes	Current	YTD Amount
Federal Withholding	-134.00	-1,367.00
Social Security	-86.79	-1,252.79
Medicare Employee	-20.30	-292.99
MD - Withholding	-85.61	-1,041.34
	-326.70	-3,954.12

Net Pay	1,073.18	16,252.22
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BMP Maniac Biweekly Timecard

Employee Penny Sparks

Title Biologist/Landscape Architect

Pay Period Starting 10/12/2014

Ending 10/25/2014

PROJECT	Project Code	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hrs	OT Hrs	Regular Hrs
WEEK 1											
Cedar Foundation	FF	8							8.00		8.00
Windy Shores Bioretention	TF		1						1.00		1.00
River Smart	RS		7						7.00		7.00
County Bioretention	AACo			8					8.00		8.00
Church SW Retrofit	PVT					8			8.00		8.00
GreenworX	GW				8				8.00		8.00
									0.00		0.00
<i>Holiday</i>									0.00		
<i>Vacation</i>									0.00		
<i>Sick Leave</i>									0.00		
<i>Personal Leave</i>									0.00		
Total Hrs:		8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	40.00
WEEK 2											
Cedar Foundation	FF	8							8.00		8.00
Windy Shores Bioretention	TF								0.00		0.00
River Smart	RS		8						8.00		8.00
County Bioretention	AACo								0.00		0.00
Church SW Retrofit	PVT					4			4.00		4.00
GreenworX	GW			8	8	4			20.00		20.00
									0.00		0.00
<i>Holiday</i>									0.00		
<i>Vacation</i>									0.00		
<i>Sick Leave</i>									0.00		
<i>Personal Leave</i>									0.00		
Total Hrs:		8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00	0.00	40.00

Note: Use increments of 0.25 (15 minutes) when recording hours.

			Total	Overtime	Regular
Biweekly Total:			80.00	0.00	80.00
<i>Penny Sparks</i>	10/25/2014				
Employee Signature	Date	Holiday:	0.00		
		Vacation:	0.00		
<i>Terri Murray</i>	10/25/2014	Sick Leave:	0.00		
Supervisor Signature	Date	Personal Leave:	0.00		
Supervisor Name: Terri Murray					

BMP Maniac
123 Main St
Annapolis, MD 21401

Penny Sparks
12 Old Farm Road
Edgewater, MD 21037

Employee Pay Stub Check No: 1075 Pay Period: 10/12/14 - 10/25/14 Pay Date: 11/05/14

Employee	SSN
Penny Sparks, 12 Old Farm Rd, Edgewater, MD 21037	XXX-XX-3456

Earnings and Hours	Qty	Rate	Current	YTD Amount
Salary		80	2,041.31	44,662.69

Deductions from Gross	Current	YTD Amount
Health Ins. (Med) - Pre Tax	-66.71	-1,200.39
Dental Ins. - Pre Tax	-10.06	-305.09
Health Ins. (Vis) - Pre Tax	-2.50	-22.50
403(b) Emp.	-50.00	-1,100.00
	-129.27	-2,627.98

Taxes	Current	YTD Amount
Federal Withholding	-221.00	-4,870.00
Social Security	-121.64	-2,674.35
Medicare Employee	-28.45	-625.45
MD - Withholding	-110.89	-2,437.05
	-481.98	-10,606.85

Net Pay	1,430.06	31,427.86
----------------	-----------------	------------------

Mileage Log and Reimbursement Form

Employee Name	Penny Sparks	Rate Per Mile	\$0.56
Employee ID	XXXX	For Period	From 10/01/14 - 10/31/14
Vehicle Description	Personal	Total Mileage	20
Authorized By	Jessica Smith	Total Reimbursement	\$11.20

Date	Starting Location	Destination	Description/Notes	Odometer Start	Odometer End	Mileage	Reimbursement
10/3/2014	Office	Windy Shores Community	Community Meeting-BMPS	36098	36108	10	\$5.60
10/27/2014	Office	Windy Shores Community	Planting	36550	36560	10	\$5.60
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
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						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
Totals						20	\$11.20

BMP Maniac

M&T Bank

001098

123 Main St.

Annapolis, MD 21401

Date

Check

Pay This Amount

11/15/2015

001098

\$ ***** 11.20

Eleven and 20/100 Dollars *****

Pay to the order of:

Penny Sparks

12 Old Farm Rd

Edgewater, MD 21037

Jessica Smith

Authorized Signature—Not Valid after 90 Days

⑈1234567810⑈

⑈456789123456⑈

001098

BMP Maniac

Payee: Penny Sparks

Invoice Number	Invoice Date	Department	Account	Invoice Amount
Oct Mileage-P.S.	10/31/14	General Fund	14050	11.20

11/15/2014

Check 001098

11.20

Maryland Native Plants
 456 Center St, Stevensville, MD 21666
 Tel 410-555-5222 Fax 410-555-5223



INVOICE 9534

10.27.2014

BILL TO

BMP Maniac
 123 Main Street
 Annapolis, MD 21401

SHIP TO

Same as recipient

INSTRUCTIONS

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
50	Acer rubrum-Red Maple: 3 Gal, 5+ft	12	600
15	Betula Nigra-River Birch: 3 Gal, 5+ft	12	180
20	Platanus Occidentalis-Sycamore: 3 Gal, 5+ft	12	240
35	Tree Shelter: 48in tube, cable ties, oak stake	4.25	148.75

SUBTOTAL	1168.75
SALES TAX	
SHIPPING & HANDLING	128.75
TOTAL DUE BY 11.15.2014	\$1,297.50

Thank you for your business!

BMP Maniac

M&T Bank

001100

123 Main St.

Annapolis, MD 21401

Date

Check

Pay This Amount

11/15/2014

001100

\$*****1,297.50

One Thousand Two Hundred Ninety Seven and 50/100 Dollars*****

Pay to the order of:

Maryland Native Plants

456 Center St

Stevensville, MD 21666

Jessica Smith

Authorized Signature—Not Valid after 90 Days

⑈1234567810⑈

⑈456789123456⑈

001100

BMP Maniac

Payee: Maryland Native Plants

Invoice Number	Invoice Date	Department	Account	Invoice Amount
9534	10/27/14	Windy Shores-grant	14203	1297.50

11/15/2014

Check 001100

1297.50

**Leggo Environmental
Construction** *'a healthy environment is awesome'*

INVOICE

Leggo Environmental Construction
1 Lord Business Drive, Easton, MD 21601
410-555-1234

DATE: DECEMBER 12, 2014
INVOICE # 388

TO Jessica Smith
BMP Maniac
123 Main Street
Annapolis, MD 21401
410-555-5555

LEAD	JOB	PAYMENT TERMS	DUE DATE
Mike S.	Windy Shores	Due on receipt	1/15/2015

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	(See attached work orders for documentation support)		
	Completion of 3 bioretentions, 1 sandfilter, and 4,000 sf of permeable pavers		\$361,357.30
		SUBTOTAL	
		SALES TAX	
		TOTAL	\$361,357.30

Make all checks payable to Leggo Environmental Construction

Thank you for your business!

BMP Maniac

M&T Bank

001118

123 Main St.

Annapolis, MD 21401

Date

Check

Pay This Amount

1/15/2015

001118

\$****361,357.30

Three Hundred Sixty One Thousand, Three Hundred Fifty Seven and 30/100 Dollars*****

Pay to the order of:

Leggo Environmental Construction

1 Lord Business Dr

Easton, MD 21601

Jessica Smith

Authorized Signature—Not Valid after 90 Days

⑈1234567810⑈

⑈456789123456⑈

001118

BMP Maniac

Payee: Leggo Environmental Construction

Invoice Number	Invoice Date	Department	Account	Invoice Amount
388	12/12/14	Windy Shores-grant	14203	361,357.30

1/15/2015

Check 001118

361,357.30

BMP Maniac

M&T Bank

001112

123 Main St.

Annapolis, MD 21401

Date

Check

Pay This Amount

1/13/2015

001112

\$*****900.00

Nine Hundred and No/100 Dollars*****

Pay to the order of:

Professional Survey Group, Inc.

3 Waterview Rd

Edgewater, MD 21037

Jessica Smith

Authorized Signature—Not Valid after 90 Days

⑈1234567810⑈

⑈456789123456⑈

001112

BMP Maniac

Payee: Professional Survey Group, Inc.

Invoice Number	Invoice Date	Department	Account	Invoice Amount
106	12/31/14	Windy Shores-grant	14203	900.00

1/13/2015

Check 001112

900.00

Attachment F

Modification Request Template

** Please submit on official letterhead*

[Date]

[Grant Manager]
Maryland Department of Natural Resources
Chesapeake and Coastal Service
580 Taylor Avenue, E-2
Annapolis, MD 21401

Dear [Grant Manager],

This letter is submitted to express [Organization Name]'s request for modification to the Chesapeake & Atlantic Coastal Bays Trust Fund Scope of Work for grant number [XXXX]. The modification requested is for [a no-cost extension, a change in scope/projects, a budget modification, etc.].

Attached, please find details related to:

- The project's current status
- An explanation of why the modification is needed
- The implications of the modification on project deliverables

If you have any questions, please contact [Contact Name and Information].

Sincerely,

[Signatory Name]
[Signatory Title]

Attachment

2010 Chesapeake and Atlantic Coastal Bays Trust Fund
Modification Request Form

Project Information

Grantee:

Project Title:

Trust Fund Grant Number: 14-

Grant Term:

Recipient of Funds: Name:
 FIN:
 Address:
 Phone:

Permits: *(Please list all permits that apply to the project(s) being modified, including any applicable permit or tracking numbers and permit statuses. If permits have not yet been obtained, please describe any pre-application meetings that have been held.)*

Project Status: *(Please describe the current status of the project(s) being modified, including a summary of all work completed, the expenses incurred to date, and whether the grant is on track with the schedule outlined in the scope of work.)*

For No-Cost Extensions:

New end date requested:

Why was the original grant period insufficient to complete the project? Describe what events happened, or did not happen, that affected the overall grant and project schedule.

If approved, how will the new timeline and milestones be adjusted? Please provide a new schedule showing the objectives to be achieved for each month of the grant term extension.

For Budget Reallocations:

Please fill out the “Original State” column with the allocations from the budget table in the scope of work. Please also copy the budget category footnotes below the table. Once you have completed filling in the information from the scope of work, fill out the “Adjustment” column to show the requested changes to the original allocations, and complete the “Revised” column to show the new budget category totals. Lastly, use track changes to edit the budget category footnotes below the table accordingly, by strikethrough and bold lettering.

Category	Original State	Adjustment	Revised
Personnel	\$0.00 ¹	\$0.00	\$0.00 ¹
Fringe Benefits	\$0.00 ²	\$0.00	\$0.00 ²
Travel approx. @ \$0.555/mi.	\$0.00 ³	\$0.00	\$0.00 ³
Field Supplies	\$0.00 ⁴	\$0.00	\$0.00 ⁴
Supplies - Office Supplies	\$0.00 ⁵	\$0.00	\$0.00 ⁵
Contractual	\$0.00 ⁶	\$0.00	\$0.00 ⁶
Other	\$0.00 ⁷	\$0.00	\$0.00 ⁷
Administration	\$0.00 ⁸	\$0.00	\$0.00 ⁸
Total	\$0.00	\$0.00	\$0.00

Example: ~~This is changing~~ This is new

¹Personnel:

²Fringe Benefits:

³Travel:

⁴Field Supplies:

⁵Supplies:

⁶Contractual:

⁷Other:

⁸Administration:

Why are you requesting to change the budget categories? Will the grant deliverables and nutrient and sediment reductions be met if the budget modification is not approved?

For Project/Scope Changes:

Which sites or projects are changing? Explain why there is a need to change or remove a site or project.

Accordingly, what deliverables are changing?

Is there a new site or project lined up for replacement? If so, please discuss the details (to include description, decimal degrees lat/long, 8 digit watershed, 2012 legislative district, status and new deliverables).

How will this affect nutrient and sediment reductions? Document what the new reductions will be.

How will this affect the budget?

How will the change impact your timeline?