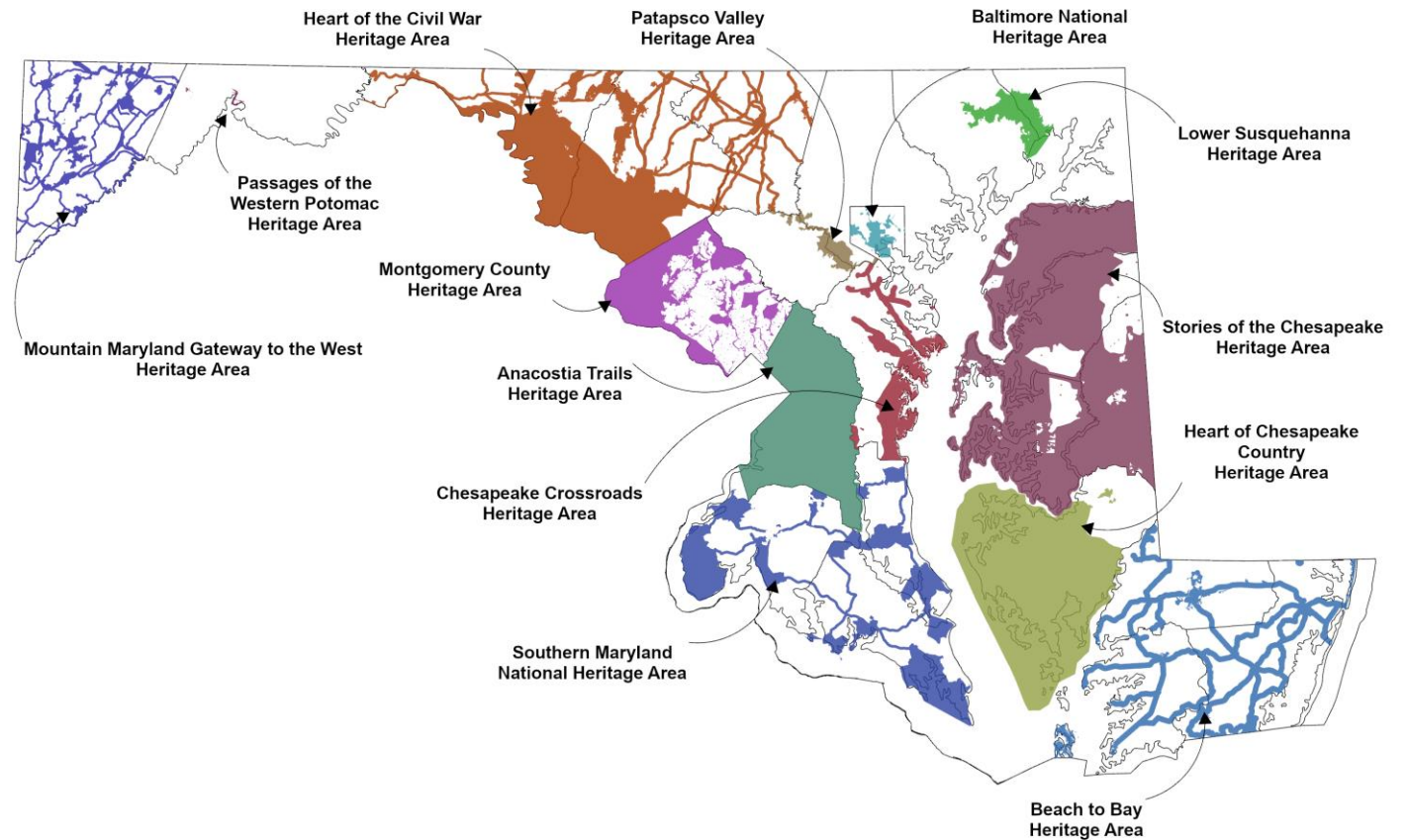




FY26 Orientation for Grantees



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CONGRATULATIONS!



Let's Get Started!



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INTRODUCTIONS

MHAA Staff

One will be your Project Monitor:

Ariane Hofstedt, Administrator

Andrew Arvizu, Assist. Administrator

Martha Waldron, Assist. Administrator

MHT Staff

Assist with Processing Grant Agreements and
Grant Payments:

Sabrina Roundtree, Assistant Grants Manager

Caitlin Swaim, Assistant Grants Manager



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TODAY'S AGENDA

1. Grants Manual
2. Grant Agreements and Payments
3. Project Summary Sheets
4. Legal Requirements/SDAT/Signatories
5. Navigating Your Grant Agreement
6. Acknowledgment of MHAA Funding
7. Grantee Responsibilities
8. Amendments
9. Items Not Covered by Grant
10. Types of Match Allowed
11. Volunteers
12. Procurement
13. Submitting Reports Online
14. Schedule of Payments/Direct Deposit
15. Request for Payment Form
16. Financial Documentation/Record Retention
17. Financial Spot Check Policy
18. Compliance and Easement Review
19. Quiz
20. Contact Info for Questions



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MHAA GRANTS MANUAL

The screenshot shows the Maryland.gov website. At the top, there is a navigation bar with links for State Directory, State Agencies, and Translate. Below this is a search bar and a main menu with links for Home, Funding, Research and Survey, Project Review and Protection, Planning, and Explore. The main content area features a large banner with the text "DEPARTMENT OF PLANNING Maryland Historical Trust" and a collage of images related to heritage. On the left side, there is a "My Grant Account" button and a "Quick Links" section with links to Maryland Heritage Areas Program, Financial Incentives, and Heritage Area Management. Below this is a "Related" section with links to Current Funding Opportunities, Maryland Historic Revitalization Tax Credit, and a "Related" section. The main content area is titled "MHAA Guidelines and Resources" and contains a "Guidelines and Forms" section. Under this section, there are two sub-sections: "For Current Grantees" and "For Grant Applicants". The "For Current Grantees" section lists four items: "MHAA Grants Manual" (circled in red), "Certification of Expenses Form", "Sample Volunteer Log", and "MHAA Logo for Grantee Use". The "For Grant Applicants" section lists two items: "MHAA Online Application 'Quick Start' Guide" and "FY 2025 Project Grant Guidelines".

My Grant Account

Quick Links

- Maryland Heritage Areas Program
- Financial Incentives
- Heritage Area Management

Related

- Current Funding Opportunities
- Maryland Historic Revitalization Tax Credit

MHAA Guidelines and Resources

Guidelines and Forms

For Current Grantees

- MHAA Grants Manual**
- Certification of Expenses Form
- Sample Volunteer Log
- MHAA Logo for Grantee Use

For Grant Applicants

- MHAA Online Application "Quick Start" Guide
- FY 2025 Project Grant Guidelines

FY26 MHAA Grants Manual

All information contained
in this orientation can also
be found in the
FY26 MHAA Grants
Manual



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THE GRANT AGREEMENT/PAYMENT TIMELINE

Getting you paid in 4 steps!

- STEP 1: Award notification (July 2025 via email sent from MHAA Program staff)
- STEP 2: Verify project details (form due from grantees August 31, 2025
via online Project Summary Sheet)
- STEP 3: Grant agreements generated, emailed to grantees for signature, and
executed (Sept. 2025 – Jan. 2026 via Adobe Sign). Please return promptly!
- STEP 4: Payments generated from MD Comptrollers Office – 50% of your award -
30-60 days after executed grant agreement (as soon as Oct. 2025
thru Feb. 2026, highly recommend sign up for electronic payment)



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PROJECT SUMMARY SHEET: HELPFUL TIPS

- Complete by August 31, 2025 via MHT/MHAA Grants Portal
 - Check the box certifying you completed this orientation and short quiz
 - Review and/or confirm the following items are listed correctly:
 - name of your (grantee) organization and project contact
 - grant and match award amounts
 - project start and end dates
 - name, title, and email of authorized person signing grant agreement
 - For capital project, if your org. owns property OR upload owner property consent letter
 - Tell us if any changes to project timetable, budget, and/or scope of work
 - Note any easement and/or preservation requirements or special conditions
- YOU MUST REVIEW AND SUBMIT, EVEN IF THERE ARE NO CHANGES!
- The sooner you return the project summary sheet, the sooner your grant agreement will be generated and you will get your first payment!



LEGAL REQUIREMENTS

- The Grant Agreement is a contract – by signing this contract, you are agreeing to the terms
- Read this document in its entirety and refer to it regularly
- Ensure that others in your organization also read it and are familiar with its terms
- The agreement must be signed by someone **LEGALLY AUTHORIZED** to enter into contracts on behalf of your organization
- Will be sent to you via “Adobe Sign” – requesting digital signatures



AUTHORIZED SIGNATORIES

- The Grant Agreement must be signed by someone who is legally authorized to enter into contracts for your organization.
- For nonprofits, this will most likely be the director/president of the Grantee's board, an elected officer of the Grantee's board, or the executive director, president, or equivalent position that has been appointed and authorized by the Grantee's bylaws.
- For local, state, and federal agencies and/or jurisdictions, authorized individuals may include, but are not limited to city managers, mayors, city administrators, commissioner presidents, agency heads, and town administrators.

If you are not sure who is legally authorized, check your organizational bylaws. If it is not clear that the representative has the legal authority to sign this Agreement on behalf of Grantee, additional documentation will be required.



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STATE DEPT. OF ASSESSMENTS AND TAXATION (SDAT)

- Your organization must be in Good Standing with SDAT - grant agreements won't be sent and payments will not be issued if not
- Usually an easy fix – but you need to fix it, we can't
- You will likely be able to fix the problem online!

Check your status online at: <https://egov.maryland.gov/businessexpress/entitysearch>



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NAVIGATING YOUR GRANT AGREEMENT

Main agreement is only 7 pages long, key sections include:

- **Grant and Project Terms**
- **Grantee's Match/Project Budget**
- **Terms of the Agreement (timelines and report due dates)**
- **Easement and Preservation Requirements (if applicable)**
- **Acknowledgement of MHAA Support**
- **Notices (project monitor and grantee contact)**
- **Execution in Counterparts/Electronic Signatures and Authority to Sign**



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NAVIGATING YOUR GRANT AGREEMENT

Grant and Project Terms

(Grant Amount, Scope of Work, and Property Address, if applicable)

SAMPLE Scope of Work:

The Project involves designing and installing exhibit panels. The Grant and the Match may support the costs of the design, editing, fabrication, and installation of interpretive exhibit panels. The Match may also include staff time and volunteer time.

Please review the list of items in your Scope of Work carefully. Any expenses in your original application that were deemed ineligible during the review process will not be included and this may require you to revise your project.



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NAVIGATING YOUR GRANT AGREEMENT

Project Budget

(MHAA Grant, Match, Total MHAA Project Budget)

PROJECT BUDGET SAMPLE (does not include Other Project Costs)

MHAA GRANT	\$50,000
MATCH	\$50,000
TOTAL MHAA PROJECT BUDGET	\$100,000

Encourage you to devise your own consistent method (i.e. Excel spreadsheet) for tracking expenses of approved budget items and other project costs - will need to be reported when requesting a payment.

Please note you have the flexibility to spend any amount on any approved line item listed in your Scope of Work as long as you do not exceed approved grant and match amounts.



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NAVIGATING YOUR GRANT AGREEMENT

Terms of the Agreement

- Start Date
- Mid-Project Report Due Date
- Project End Date
- Final Report Due Date

7/10/25	"PROJECT START DATE": Grant funds may be used for approved Project expenses incurred on or after this date.
7/30/26	"MID-PROJECT REPORT DUE DATE": Grantee must submit online a Mid-Project Report, including any financial documentation required with a completed Request for Payment.
7/30/27	"PROJECT END DATE": All work items detailed in the Scope of Work must be completed. All eligible Project expenses to be reimbursed by Grant funds must be incurred.
9/30/27	"FINAL REPORT DUE DATE": Grantee must submit to Project Monitor a Final Report, including any and all Project deliverables and all requested financial documentation, with a completed final Request for Payment.



NAVIGATING YOUR GRANT AGREEMENT

Easement and Preservation Requirements

- An Easement or Preservation Agreement is not required for this Grant
- An Easement/Preservation Agreement is required
- An existing Easement/Preservation Agreement satisfactory or needs to be modify
- Special Conditions are required (additional coordination needed, such as archaeology review)



GRANTEE RESPONSIBILITIES

- Successfully complete your project and deliverables
- Spend funds on all of the items in your Scope of Work
- Do not spend grant or match on funds outside the approved Scope of Work
- Fulfill your one-to-one match requirement
- Don't spend grant funds on match-only items
- Do not exceed your approved grant amount
- Adhere to your timetable, or request and amendment if more time is needed
- Acknowledge MHAA and local Heritage Area



ACKNOWLEDGEMENT OF MHAA SUPPORT LANGUAGE

Acknowledgement of MHAA Support

Grantee must acknowledge MHAA's support of the Project in any public pronouncements or materials about the Project - details including exact language provided in Exhibit A under the Terms & Conditions section

This project has been financed in part with State funds from the Maryland Heritage Areas Authority but does not necessarily reflect its views or policies.



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ACKNOWLEDGEMENT OF MHAA SUPPORT

Grantee and any consultant hired by grantee must acknowledge MHAA at:

- Public events (interviews, ground-breaking ceremonies, dedications, media events)
- Materials (press releases, brochures, video productions, installation of exhibits, signage, web pages, etc.)
- Also acknowledge local heritage area by name and logo

Grantee must get MHAA's review and approval of the materials listed above which are funded by the Grant prior to production of such materials (two weeks in advance)



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ACKNOWLEDGEMENT OF MHAA SUPPORT

ACKNOWLEDGMENTS

Kent Narrows Development Foundation

Executive Director

Gigi Windley

Commissioner Liaison

Phil Dumenil

2021 & 2022 Board Members

Jody Schulz
Chair

Joe Pomerantz
Vice Chair

Victoria Hoffman
Treasurer

Pat Worns
Secretary

Jerry Dammeyer

Mike Foster

Justin Kiernan

Sheryl Jaros

Kelly Phipps

Jeff Smith

Jason Ruth

Walt Thompson

Jason Tuel

Judy Wink

Queen Anne's County Parks and Recreation Division

Steve Chandlee
Director

James Wood
Manager Public Landings

Nancy Scozzari
Chief of Parks Resource Planning

Queen Anne's County Public Works

Shane Moore
Chief Roads Engineer



This project has been financed in part with State Funds from the Maryland Heritage Areas Authority, an instrument of the State of Maryland. However, the contents and opinions do not necessarily reflect the views or policies of the Maryland Heritage Areas Authority.



KENT NARROWS | WAYFINDING SIGNAGE PROGRAM | CONCEPT DESIGN & ROW BUDGET PACKAGE v2.1 | 04.23.2022

01 | 3



This project is funded by the National Park Service and the Maryland Historical Trust and managed by Anacostia Trails Heritage Area/Maryland Milestones with support from the Maryland-National Capital Park and Planning Commission's Black History Program and the Prince George's County History Consortium. Research and writing by Meagan Baco, Alexander Brooks, Nathan Dennies, and Leigh Walters. Special thanks to Civil War Trails, Doswell E. Brooks Elementary School, Frederick Douglass High School Alumni Association, The Griffin Estate, Hyattsville CDC, Laurel Historical Society, Laurel History Boys, openbox9, Prince George's County Historical Society, Prince George's County Memorial Library System, St. Mark's Methodist Episcopal Church, and the Town of Upper Marlboro Historic Committee.



WWW.PGCCIVILRIGHTS.ORG

KENT NARROWS + Gable +



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AMENDMENTS

If you need to add or remove items from the Scope of Work, you may do so by reaching out to your Project Monitor, as listed in your Project Summary Sheet

- Amendments allow grantees to:
 - Extend Mid-Project or Final Project Report due dates
 - Extend overall Project End Date
 - Adjust the Scope of Work (add or remove budget line items)
- Email your Project Monitor to request an amendment
 - Explain why you need the amendment
 - Include proposed updated timetable and/or scope
 - Include basic info about the status of your project grant

Once approved, you will receive an email granting your extension and/or amendment.



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ITEMS NOT COVERED BY GRANT FUNDS

- Anything that's not listed in your Scope of Work
- Alcohol
- Operating/overhead costs (exception for non-profits with non-capital projects: 15% of grant award)
- Marketing (can be used for match)
- Staff salaries for time spent on the project (exception for contractors hired to work on project)



TYPES OF MATCH ALLOWED

- Staff and volunteer time for work directly related to the project
- Donated (or discounted) professional services
- Donated (or discounted) materials
- Staff time from other organizations for work directly related to the project
- Cash purchases and expenditures

Other Project Costs: everything else above the required 1 to 1 match – do not count towards the match but should be tracked and reported



VOLUNTEER TIME

Keep a log of your volunteer hours - include who, what, when, how long

Use individual timesheets or a spreadsheet

Multiply the total hours by the value of volunteer time in

Maryland: <https://independentsector.org/research/value-of-volunteer-time/>. Current rate is \$35.53.

You are not required to use this specific form!

**VOLUNTEER
CONTRIBUTED TIME/MILEAGE RECORD**

Grantee : The Awesomest House Museum Project Title: The Most Wonderful Exhibit

Volunteer Name: Brenda Smith Position: Volunteer and Board Member

Hourly Rate: \$28.65 Mileage Rate: \$0.575

Month and Year: August 2020

DATE	HOURS	MILES	DESCRIPTION OF CONTRIBUTED SERVICES & TERRITORY COVERED
1	5	0	From 1 pm to 6 pm, assisted with exhibit installation
2			
3			
4			
5			
6			
7			



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PROCUREMENT

The following procurement procedures should be followed when hiring vendors or consultants:

- Government organizations: Follow your established procedures
- Non-Profits with grant awards: For line items that are between \$500 and \$10,000 - strongly encouraged to obtain at least two written bids; and greater than \$10,000 - bids from at least three vendors must be obtained.
- If your MHAA Capital grant is \$90,000 or greater, you must complete a Minority Business Enterprise (MBE) Plan.



NEW GRANTS PORTAL FOR SUBMITTING REPORTS ONLINE

Starting in July 2025, the Maryland Heritage Areas Program will be using a new Grants Portal (YourCause GrantsConnect). In order for you to submit the requirements of your grant, you will need to create a new account and login. .

**This is a very important and mandatory step
in order to manage your grant.**



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CREATING AN ACCOUNT IN NEW GRANTS PORTAL

Follow these instructions to set up your account in the new Grants Portal:

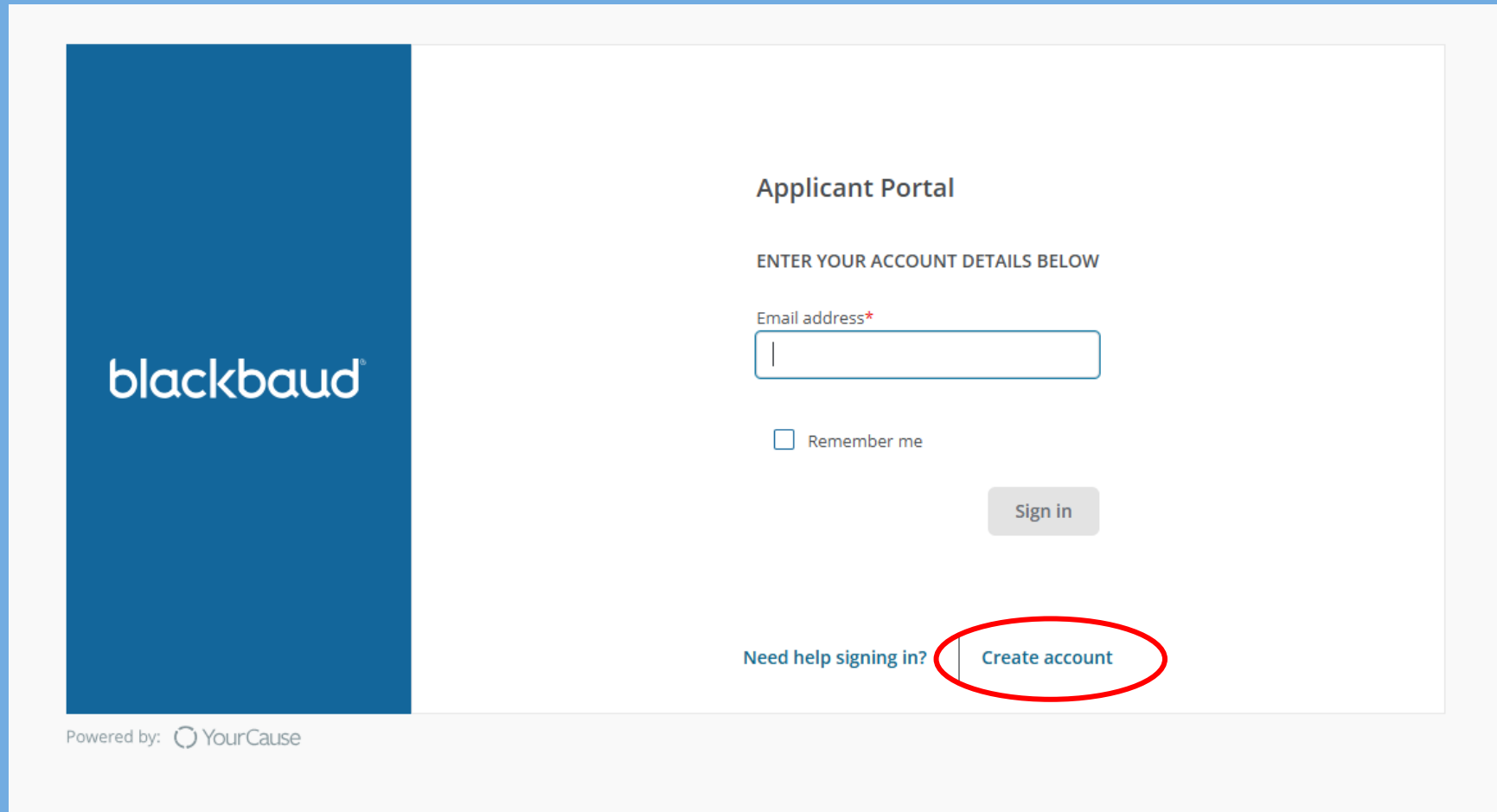
1. Navigate to the portal log in page: <https://bbgm-apply.yourcausegrants.com/apply/auth/signin>
2. Click the "Create Account" link at the bottom of the page
3. Select your preferred log-in method. We recommend selecting "Continue with SSO" (Single Sign-On).
4. Type in the email address of your project contact. This should be the same one that was used when you submitted your FY26 MHAA application.
5. You will receive a verification email to this email address. Copy the code from the email and paste it into the field in order to confirm your account.
6. Type in your preferred password, confirm the password, and then type your First and Last Name in the appropriate fields and click the "Sign up" button. Remember this password for future access.
7. Once you are logged in, you will see your approved "FY26 MHAA Project Grant Information" and "MHAA Project Summary Sheet."
8. Other report requirements will appear here after your Project Summary Sheet is submitted and approved which is an important first step.



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CREATING AN ACCOUNT IN NEW GRANTS PORTAL



blackbaud

Applicant Portal


ENTER YOUR ACCOUNT DETAILS BELOW

Email address*

☐ Remember me

Sign in

Need help signing in? [Create account](#)

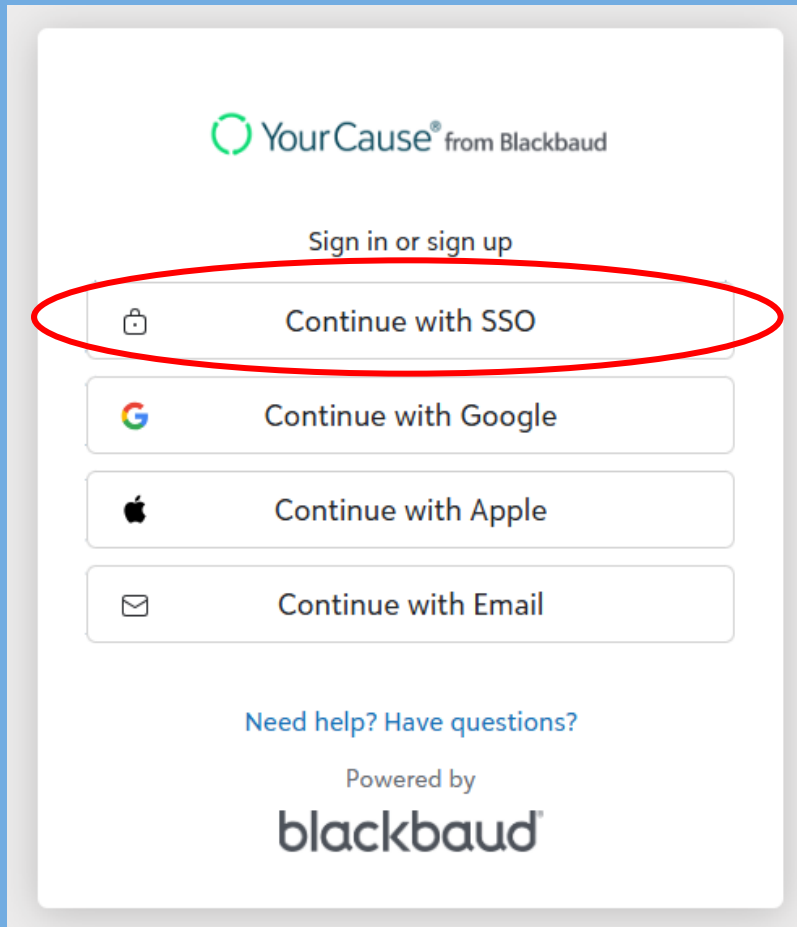
Powered by:  YourCause



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CREATING AN ACCOUNT IN NEW GRANTS PORTAL





YourCause[®] from Blackbaud

Sign in or sign up

 Continue with SSO

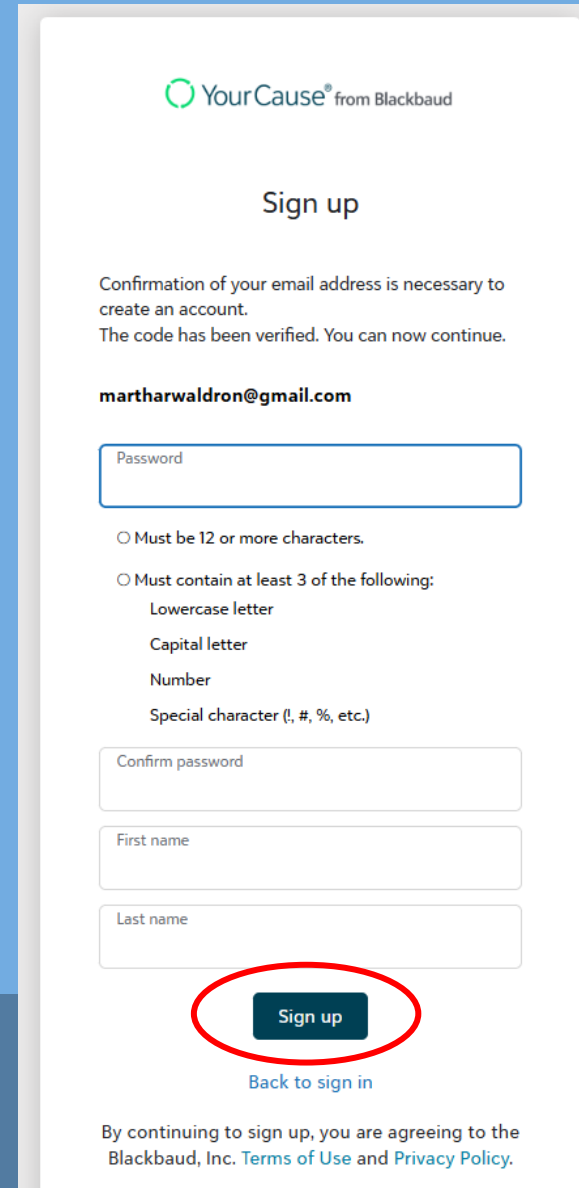
 Continue with Google

 Continue with Apple

 Continue with Email

[Need help? Have questions?](#)

Powered by
blackbaud



YourCause[®] from Blackbaud

Sign up

Confirmation of your email address is necessary to create an account.
The code has been verified. You can now continue.

martharwaldron@gmail.com

☐ Must be 12 or more characters.

☐ Must contain at least 3 of the following:

- Lowercase letter
- Capital letter
- Number
- Special character (!, #, %, etc.)

First name

Last name

Sign up

[Back to sign in](#)

By continuing to sign up, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).



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CREATING AN ACCOUNT IN NEW GRANTS PORTAL

My Applications

Search by organization name or application ID

6 statuses selected



Application ID: 1783559

Maryland Heritage Areas Program - Project Grants
[View Guidelines](#)

Martha Waldron on behalf of Awesomest House Museum in the World

● Approved

[FY26 MHAA Project Grant Application](#)

🕒 Submitted on Jul 7, 2025

[MHAA Project Summary Sheet](#)

🕒 Not submitted

Created on Jul 7, 2025

[Manage](#) ▾



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SCHEDULE OF PAYMENTS

- Typically, you will receive three scheduled payments under the grant agreement
- Payments are made within approx. 30 days of approval of your submission
- Must be in good standing with SDAT to receive payment



SCHEDULE OF PAYMENTS

FIRST PAYMENT

- You will receive the first 50% of your award up front, after signing your grant agreement and other legal documents

SECOND PAYMENT

- You may request up to 25% of your grant award when you submit your Mid-Project Report. You must fulfill the following:
 - A satisfactory Mid-Project Report
 - Adequate progress on the project; you should discuss what this will look like for your project with your Project Monitor.
 - If you aren't ready to request the funds with your Mid-Project Report, you can request them when you have expended approximately 50% of your total project costs



SCHEDULE OF PAYMENTS

THIRD/FINAL PAYMENT

In order to receive the final payment (usually the remaining balance of the grant) you must do the following:

- Complete all spending and work on the project before the Project End Date.
- Submit a satisfactory final report
- Submit evidence that all deliverables in your Scope of Work have been completed (photos of completed work or events, copies of reports, etc.)
- If selected for a spot check, submit all required financial documentation



DIRECT DEPOSIT

DIRECT DEPOSITS FOR PAYMENTS

- We STRONGLY suggest getting set up for Direct Deposit with the Office of the Comptroller of Maryland - you will receive your grant funds faster!
- Link: <https://www.marylandtaxes.gov/divisions/gad/eft-program.php>
- Call: *(410) 260-7813, and select option 3*
- Or email GADCSC@marylandtaxes.gov



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REQUEST FOR PAYMENT FORM

To receive a payment disbursement, you must complete a Request for Payment form

Located on the second page of your online Mid-Project and Final Project Reports

NOT required to report against individual budget line items, instead asked to provide the following totals:

- Total Grant Funds Expended to Date
- Total Match Funds Expended to Date
- Total Other Project Costs Expended to Date

When you sign, you must check a box certifying that you have incurred the grant expenditures and the information you provided is correct

Your expenditures must align with your approved expenses that are spelled out in your Scope of Work



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Request for Payment Form -

Must fill in all fields marked yellow

MHAA Mid-Project Report

Mid-Project Report form for all MHAA Project Grantees

Mid Project Report

Request for Payment

Request for Payment

Complete this page to request your second grant payment. If you decide not to request payment at this time, you do not need to complete this page. You may request funds in the future by reaching out to your project monitor.

Expenditures to Date

Upon completing the Mid-Project Report, grantees who have expended roughly 50% of their award and/or match are eligible to request their second disbursement of 25% of their total grant award using this form. By requesting payment, you certify that all grant fund-related expenditures align with your most up to date Scope of Work, as listed on the first page of your Mid-Project Report. Further, you certify that you will retain documentation for all expenditures for at least three years after your project end date. Finally, you certify that this Request for Payment is made in accordance with the terms and conditions of the Grant Agreement made between the Grantee and the Maryland Department of Planning and that the amounts listed are correct.

Grant Award

\$

USD

Total Grant Funds Expended to Date

\$

USD

Required Total Match

\$

USD

Total Match Funds Expended to Date

\$

USD

Approved Other Project Costs

\$

USD

Total Other Project Costs Expended to Date

\$

USD

Payment Request

Payment Request Amount

Name

Title

Date Requesting Payment

\$

USD

M/C

Confirm Your Request for Payment

By selecting TRUE in the field below, you are certifying that the information that you have provided is correct and that you have only expended grant and matching funds on line items within your approved Scope of Work.

STATE USE ONLY

Date Received

Payment Requested

Amount Requested

Amount Approved

Payment Reviewed By

Payment Approved By

PCA Code

Date Signed

FINANCIAL DOCUMENTATION AND RECORD RETENTION

- Every grantee is required to retain financial documentation for up to three years after the final report due date and be prepared to provide them upon request
- Also encourage grantees to devise their own consistent method for tracking the expenses associated with the list of items in the approved Scope of Work that corresponds with their financial documentation



FINANCIAL DOCUMENTATION AND RECORD RETENTION

What is “Financial Documentation”?

- Grantees must retain documentation of all expenditures (invoices, receipts, contracts, staff time logs, paystubs, volunteer time logs etc.)
- For standard accounting best practice, also keep cancelled checks and credit card statements (“proof of payment”)
- The expenditures must align with your approved Scope of Work OR most recent amended Scope of Work
- Scan and upload this documentation with your final reports, if selected for a financial spot check



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FINANCIAL DOCUMENTATION AND RECORD RETENTION

Record Keeping:

- Keep records while doing your project- don't wait until the end!
- Daily timesheets for staff and volunteer time
- Proof of expenditures
- Do this for all expenditures: grant funds AND matching funds

Grantees must keep all materials related to the grant for three years from the project completion date!



FINANCIAL SPOT CHECK POLICY

Financial Spot Check Policy - A portion of grantees in each grant cycle will be randomly selected to submit the required financial documentation along with their final reports, as part of our “spot check” policy.

If you are selected for a financial spot check, you will be:

- Notified around the time when your project end date passes.
- Required to submit documentation of expenditures for all grant and match costs when you submit your final report.

Your project monitor will work with you to identify and request any missing documentation.

*If you cannot provide the required financial documentation,
you risk having grant funds recaptured.*



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FINANCIAL SPOT CHECK

What to Submit:

- Proof of expenditure documents (e.g. invoices, receipts) that are clearly labeled by the approved items listed in your Scope of Work (e.g. design consultant, printing brochure, etc.)
- If we add all the invoices and receipts together, they should equal the line items' actual expenditure amounts that you put on your Request for Payment Form
- Volunteer and staff time sheets and paystubs (if applicable)
- Print-outs from QuickBooks or other accounting software



COMPLIANCE AND EASEMENT REVIEW

For Capital Projects & Non-Capital Project that Include Disturbance to Grounds or Historic Property

- All projects receiving Maryland state funding must be reviewed to assess the effects of the project on National Register and National Register-eligible historic properties (Federal and State law)
- The MHT Compliance team has already reviewed your project as described in your application

Their job is to:

- Identify historic properties potentially affected
- Assess the undertaking's effects on historic properties (including archaeological)
- Seek ways to avoid, minimize or mitigate any adverse effects



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COMPLIANCE AND EASEMENT REVIEW

If MHT Compliance staff determines that anything is required for your project these are called “Easement and Preservation Requirements”

Easement and Preservation Requirements will be listed in your Grant Agreement and in your Project Summary Sheet

In most cases, you are not permitted to begin work on your project until these requirements have been satisfied

Pay close attention to what the requirements are **NOW** so you don't have to make changes later

If you start project work without approvals in place, you risk forfeiting your grant



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COMPLIANCE AND EASEMENT REVIEW

If you do not have any Easement or Preservation Requirements...

- This means MHT's Compliance team does not need any additional information about your project
- You may proceed with the project. However, if your project scope changes, they may need to review the changes

If additional information was requested, or requirements were listed:

- Do not begin work on our project until the proposed work has been approved by MHT
- Contact Dixie Henry, Administrator, Review and Compliance at dixie.henry@maryland.gov.
- If your project includes terrestrial archaeological investigations or work in cemeteries contact State Terrestrial Archaeologist, Dr. Zachary Singer, at zachary.singer@maryland.gov.

See MHT's website for guidance on the review process, how to prepare a submittal, and copies of the Project Review form: <https://mht.maryland.gov/Pages/projectreview/project-review.aspx>



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COMPLIANCE AND EASEMENT REVIEW

Additional information that may be required for a Compliance Review include:

- Maps – Google, USGS
- Site Plans
- Descriptions Of Work
- Other



HO-161
Henry & Julia Warfield Farm
6044 Trotter Road
Site Plan



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COMPLIANCE AND EASEMENT REVIEW

Preservation Easements:

- Easement requirements will also be listed under “Easements and Preservation Requirements”
- These are legal contracts between the property owner and the State of Maryland
- Protects against changes to the property that are inconsistent with the preservation of the property
- The State has the legal authority and responsibility to enforce the easement through:
 - Inspections
 - Review and approval of changes
 - If terms not upheld – reversal of unapproved work, other penalties



COMPLIANCE AND EASEMENT REVIEW

What if you have an EXISTING MHT Easement, or the “Easement and Preservation Requirements” section on your Project Summary Sheet says you are required to convey a NEW Easement to MHT?

- Do not begin work on our project until the proposed work has been reviewed and approved by MHT.
- Contact Carolyn Nosacek, MHT Easement Administrator, at mht.easements@maryland.gov to start the process of seeking review.
- For NEW Easements, you must complete all the steps to “convey” the easement before final payment.

If you have an existing Easement but there are no “Easement and Preservation Requirements” ?

- The work proposed in your application does not require Easement review.
- However, if your project scope changes, they will need to review the changes.



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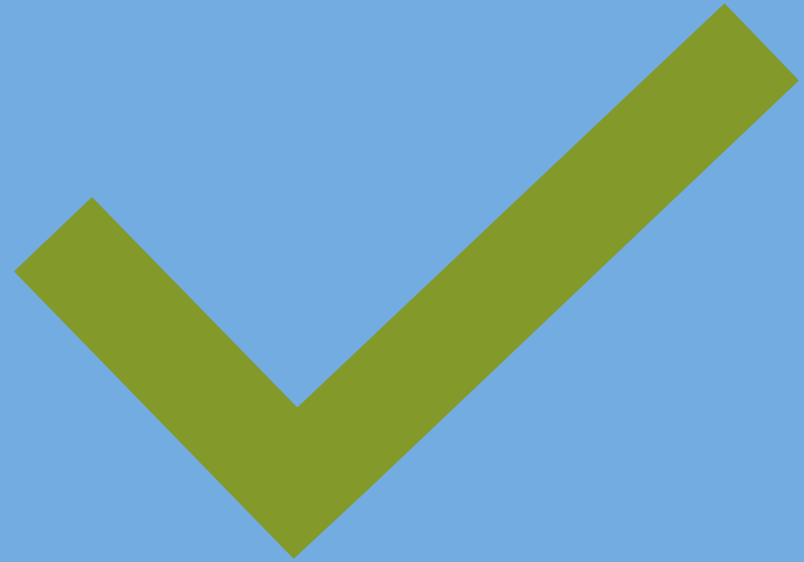
REQUIRED LAST STEP: QUIZ

<https://bit.ly/MHAAOrientationQuizFY26>

To certify that you have completed this mandatory orientation session

Please complete and submit the brief quiz (only 6 questions!) as many times as needed until you reach 100%.

Complete by August 31, 2025



DEPARTMENT OF PLANNING
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ANY QUESTIONS? PLEASE CONTACT US!



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