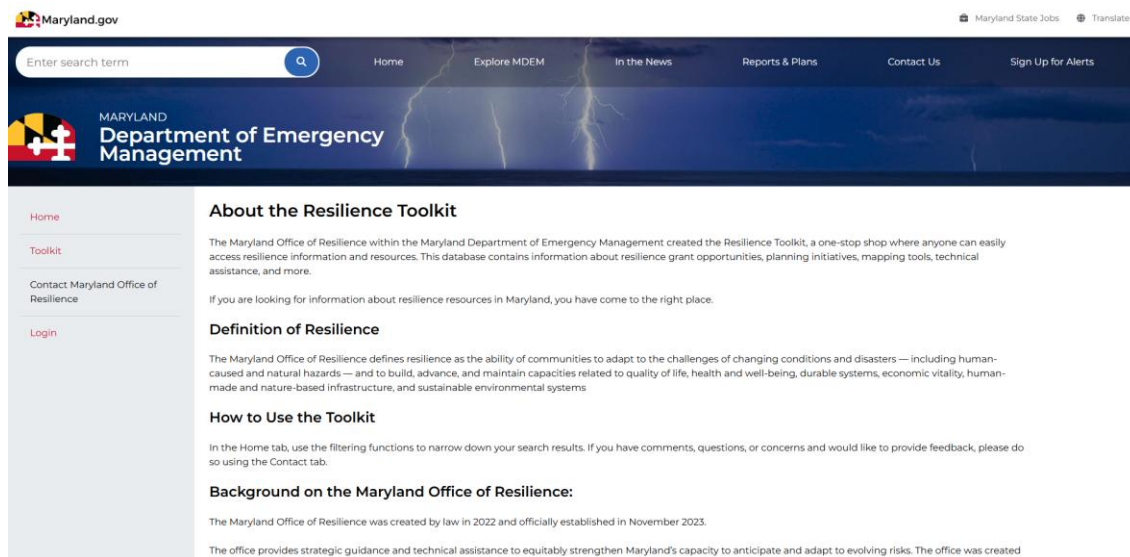


Resilience Toolkit How to Guide

Getting Started

- Open your web browser and navigate to <https://resilientmaryland.com>

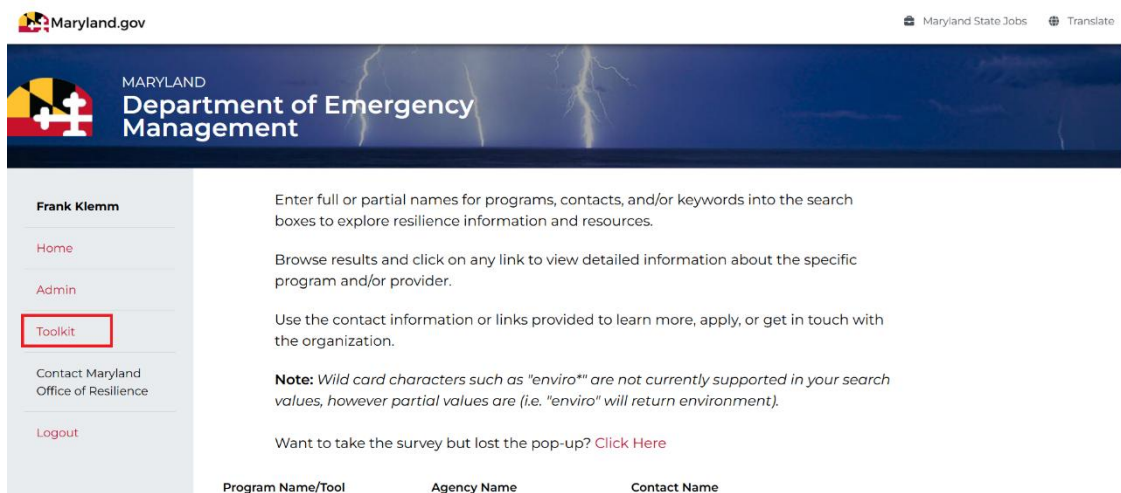


- The main search features of the site are accessible without logging in credentials. For specific non-public users, the **Login** option on the left-hand side will allow access to additional features.

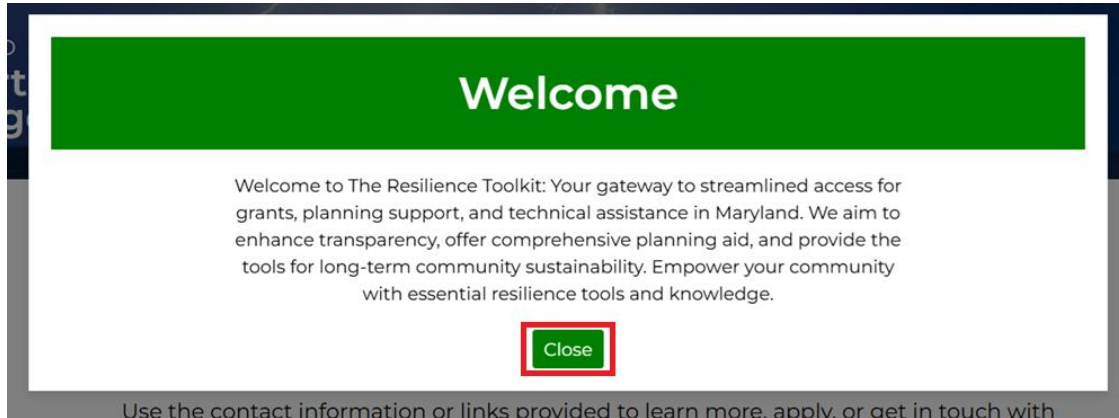


Navigating the Toolkit

- On the left sidebar, click the **Toolkit** option. You will be directed to the Toolkit page. This page has multiple empty fields that will be used to navigate.



- The page may open with a welcome message that describes the toolkit as your centralized gateway for grants, planning support, mapping tools, and technical assistance statewide. You can press **Close** to exit out of this screen.



- The search features include filterable fields, such as:
 - **Program Name:** Name of the grant program or tool of interest
 - **Agency Name:** Agency/organization responsible for issuing or administering the grant program or relevant tool
 - **Due Date** (*grants/loans only*): Deadline for submission of applications
 - **Keywords:** Terms used in the cost share description of the item
 - **Funding Type** (*grants/loans only*): Grant or loan funding source

- Enter your desired search criteria, then click the **Search** button (highlighted in red below). The results will appear as shown in a green grid below.

Program Name/Tool Agency Name Contact Name

Key Words Year Last Updated Type

Funding Type Due Date From Due Date To

		Program Name/Tool	Agency Name	Description	Website	Type	Due Date
Edit Info	More Info	Conservation Innovation Grants (CIG) Maryland State Program National Funding Opportunity	U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS)	Competitive grant process to stimulate the development and adoption of innovative conservation appr...	Website Link	Grant	08/04/2025
Edit Info	More Info	Conservation Reserve Program (CRP)	U.S. Department of Agriculture (USDA) Farm Service Agency (FSA)	For land to be eligible it must be: Cropland that has been planted or considered planted to an agri...	Website Link	Grant	08/04/2025

- Once the search grid is generated, there will be an option to export the search results to an Excel file. This can be done by pressing the **Export to Excel** button. This feature and a sample of the results are shown below.

Program Name/Tool

Agency Name

--Select--

Contact Name

Key Words

Year Last Updated

--Select--

Type

--Select--

Funding Type

--Select--

Due Date From

mm/dd/yyyy

Due Date To

mm/dd/yyyy

Reset

Add Grant

Add Program

Add Data Tool

Search

Export To Excel

		Program Name/Tool	Agency Name	Description	Website	Type	Due Date
Edit Info	More Info	Water & Waste Disposal Pre-Development Planning Grants	U.S. Department of Agriculture (USDA) Rural Development (RD)	This program assists low-income communities with initial planning and development of an application...	Website Link	Grant	08/0
		Conservation Innovation Grants	U.S. Department of	Competitive grant			

AutoSave  Off   ResilienceToolkit_SearchResults (1... • Saved to this PC Search  - □ ×

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Acrobat Team  Comments  Share

 Paste  Font  Alignment  Number  Conditional Formatting  Format as Table  Cell Styles  Cells  Editing  Sensitivity  Add-ins  Analyze Data  Create PDF and Share link  Share via Outlook

A1      Program Name

	A	B	C	D	E
1	Program Name	Agency Name	Contact First Name	Contact Last Name	Contact Title
	National Urban and Community Forestry Challenge Cost-Share Grant Program	U.S. Department of Agriculture (USDA) Forest Service (FS)			
2	Conservation Reserve Enhancement Program (CREP)	U.S. Department of Agriculture (USDA) Farm Service Agency (FSA)			

- Click **Reset** to clear the search grid.

Program Name/Tool Agency Name Contact Name

Key Words Year Last Updated Type

Funding Type Due Date From Due Date To

Reset Add Grant Add Program Add Data Tool Search Export To Excel

	Program Name/Tool	Agency Name	Description	Website	Type	Due Date
Edit Info	Conservation Innovation Grants (CIG) Maryland State Program National Funding Opportunity	U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS)	Competitive grant process to stimulate the development and adoption of innovative conservation appr...	Website Link	Grant	08/04/2025
More Info		U.S. Department	For land to be eligible			

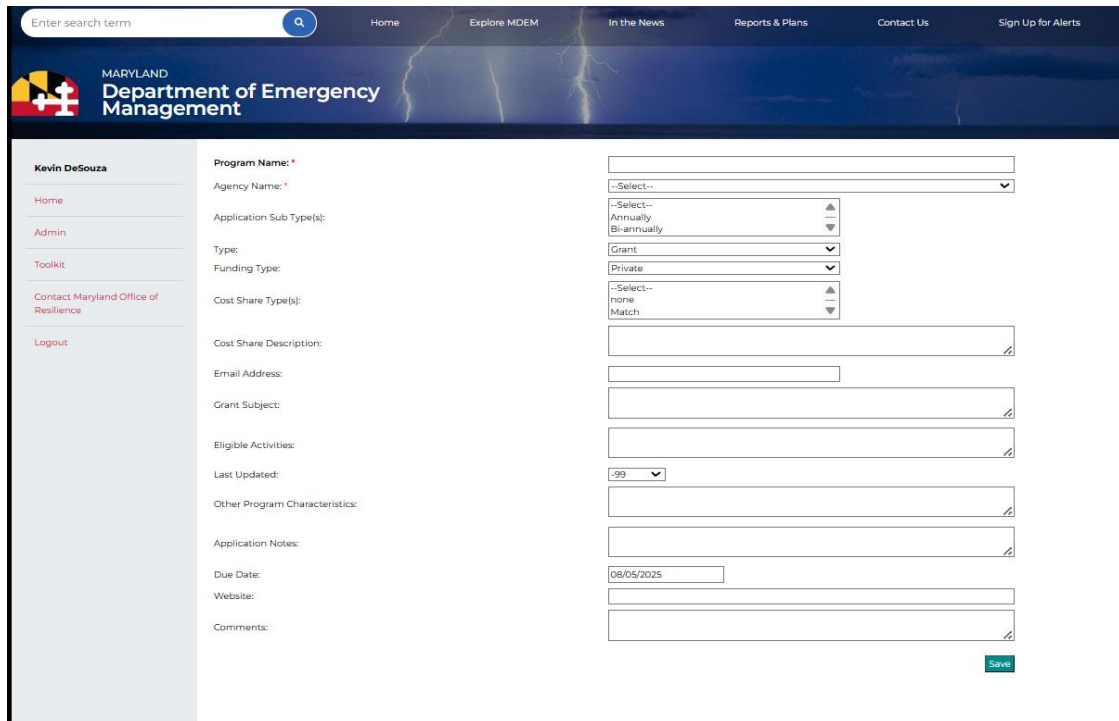
- Logged-in users may add or edit grant information directly on the website. Select the **Add Grant** button at the bottom of the screen to enter new information.

Program Name/Tool Agency Name Contact Name

Key Words Year Last Updated Type

Funding Type Due Date From Due Date To

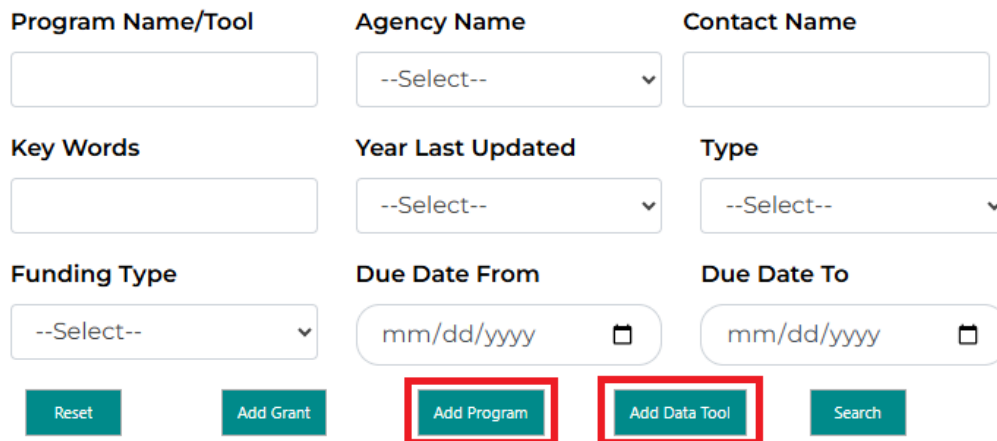
Reset **Add Grant** Add Program Add Data Tool Search



The screenshot shows a web application interface for the Maryland Department of Emergency Management. On the left is a user menu for Kevin DeSouza with links for Home, Admin, Toolkit, Contact Maryland Office of Resilience, and Logout. The main area contains a form titled 'Add Grant' with various input fields. Fields marked with a red asterisk (*) are required. The form includes dropdown menus for Agency Name, Application Sub Type(s), Type, Funding Type, Cost Share Type(s), and Last Updated. Text input fields are provided for Program Name, Cost Share Description, Email Address, Grant Subject, Eligible Activities, Other Program Characteristics, Application Notes, Website, and Comments. A 'Save' button is located at the bottom right of the form.

Fields that are required will be marked with a red asterisk “”*

- In addition to the **Add Grant** button, there are other options to add programs and Data Tools (**Add Program**, **Add Data Tool**) which allow users to add records in a similar way to the Add Grant page.



This screenshot shows a simplified version of the form from the previous image. It contains the following fields and controls:

- Program Name/Tool**: Text input field.
- Agency Name**: Dropdown menu with "--Select--" as the current selection.
- Contact Name**: Text input field.
- Key Words**: Text input field.
- Year Last Updated**: Dropdown menu with "--Select--" as the current selection.
- Type**: Dropdown menu with "--Select--" as the current selection.
- Funding Type**: Dropdown menu with "--Select--" as the current selection.
- Due Date From**: Text input field with a date format "mm/dd/yyyy" and a calendar icon.
- Due Date To**: Text input field with a date format "mm/dd/yyyy" and a calendar icon.
- Buttons**: A row of five buttons: "Reset", "Add Grant", "Add Program", "Add Data Tool", and "Search". The "Add Program" and "Add Data Tool" buttons are highlighted with red rectangles.

- Logged-in users can also edit records within their own organization, while MDEM accounts may add and edit records for any agency.

		Program Name/Tool	Agency Name	Description	Website	Type	Due Date
Edit Info	More Info	NMFS Community-based Restoration Program Coastal and Marine Habitat Restoration Grants	National Oceanic and Atmospheric Administration (NOAA)	The principal objective of the NMFS Community-based Restoration Program Coastal and Marine Habitat ...	Website Link	Grant	04/20/2020
Edit Info	More Info	State FY21 Clean Water Commerce Act Grant	Maryland Department of the Environment (MDE)	The Clean Water Commerce Act (CWCA) passed by the Maryland General Assembly during the 2017 Session...	Website Link	Grant	01/31/2021
Edit Info	More Info	Atlantic Flyway Shorebird Initiative	National Fish & Wildlife Foundation (NFWF)	Focus is on conserve and restore the habitat of the American oystercatcher,	Website Link	Grant	11/04/2021

Providing Feedback

Users can provide feedback by selecting the **Contact** tab, located either in the left sidebar or at the bottom of the Toolkit site. This feedback can be in the form of questions, suggestions, technical issues or bug reports.



The screenshot shows the Maryland Department of Emergency Management website. The header includes the Maryland logo and the text "Department of Emergency Management". The left sidebar has a "Toolkit" section with a "Contact Maryland Office of Resilience" link highlighted in a red box. The main content area displays a feedback form titled "Your feedback is important to us." with the instruction: "If you have questions/comments or would like to discuss ways to collaborate with MDEM on any of the information provided within this application, please complete the form below." The form fields include:

- *First Name: [text input]
- *Last Name: [text input]
- *Email: [text input]
- *Organization: [text input]
- Question/Suggestion/Concern?: [dropdown menu with "Select Option"]
- Comments: [large text area]

 A "Send" button is at the bottom right of the form. A character count "Number of Characters Left: 1000" is shown below the comments field.

Data Definitions

There are three possible form types: grants (including loans), programs (including technical assistance), and data (tools and toolkits).

Each of the forms has multiple items to be filled out, as listed below:

Grants Form

Program Name (required): Official name of the grant program.

Agency Name (required): Agency or organization responsible for issuing or administering the grant program.

Application Sub Type(s): Multiple values may be selected. These are generally time-based (e.g., annual) but may also include non-time-based options such as emergency.

Type: Used to specify if the opportunity is a grant and/or loan.

Funding Type: Grant or loan funding source. This includes private, non-profit and numerous jurisdiction levels.

Cost Share Type(s): Multiple values may be selected. Indicates the type(s) of cost-sharing required from applicants (i.e., the contribution the grantee provides toward project costs).

Cost Share Description: Describes the allowability of specific costs, as defined by the sponsor's grant terms and conditions (if available).

Email Address: Contact email address for the grant.

Grant Subject: Contains subject names associated with the purpose, location, topic or target audience of the grant funds.

Eligible Activities: Specific actions, projects, or expenditures that the program will support with its funding.

Last Updated: The most recent year in which the grant details were formally reviewed or updated.

Other Program Characteristics: Description tied directly to grant/loan specifically, versus the grant's goals.

Application Notes: Key information for completing or submitting the grant application.

Due Date: Deadline for submission of applications .

Website: Website associated with the grant.

Comments: Any additional notes about the specific grant.

Program Form

Program Name (required): The official name of the program.

Type: This can be designated as a program, or it can be designated as technical assistance.

Email Address: Contact email address for the program.

Description: A summary of the program's purpose, activities, or services.

Comments: Any additional notes about the specific grant.

Website: Website associated with the grant.

Data/Tool Form

Tool (required): The official name of the tool.

Type: This can be designated as data or a tool.

Agency Name (required): The agency or organization that is tied to the grant.

Email Address: Contact email address for the tool/data.

Last Updated: The most recent update of the data or tool.

Description: A summary of the program's purpose, activities, or services.

Comments: Any additional notes about the specific grant.

Website: Website associated with the grant.