



Anne Arundel County Forestry and Forested Land Protection Grant Program



www.chesapeakebaytrust.org / 410-974-2941

AT A GLANCE

This program is designed to increase acres of forest and protected forested land in Anne Arundel County.

Deadline: March 26, 2020, at 4pm

Types of projects:

- Track A: Reforestation/Afforestation of land already protected
- Track B: Protection (permanent conservation easements) of already forested lands
- Track C: Reforestation/afforestation and protection of unleased, unforested lands

Funding Levels Available:

- Up to \$250,000 for tree planting and land protection activities in Tracks A, B, and C

Timeline: Tree planting projects should be scheduled for planting in fall 2020, spring 2021, and/or fall 2021.

Submit Your Application:

<https://cbtrust.org/grants/forestry-and-forested-land-protection/>

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Introduction

The Anne Arundel County Government and the Chesapeake Bay Trust (Trust) are partnering to provide funds for forestry projects and land protection in Anne Arundel County. The goal of this program is to implement cost-effective reforestation and greening projects and increase the number of acres of protected forested land in the County. By increasing tree cover and expanding green areas, erosion can be reduced; water and soil quality can be improved; airborne pollutants such as particulates, nitrogen oxide, and carbon monoxide can be filtered; and summer temperatures and resulting ozone pollution and energy use can be reduced. By protecting forested land, valuable ecological services such as habitat, water quality, and flood control can be ensured for the future.

Three types of projects will be supported in this grant program:

- A) Reforestation/Afforestation of lands already protected
- B) Protection of lands already forested
- C) Reforestation/Afforestation and protection of lands that are currently unleased and unforested.

The Chesapeake Bay Trust is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of all of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. Since 1985, the Trust has awarded more than \$110 million in grants and projects for environmental education, community outreach, local watershed restoration, and science that engage hundreds of thousands of dedicated individuals. Together, the Trust and the County welcome your interest and encourage you to learn more about how to apply for funding through this program.

The Trust is committed to the advancement of diversity and inclusion in its grant-making and environmental work. As a result, the Trust strongly encourages grant applications directly from underrepresented groups and for projects that increase awareness and participation of communities that are traditionally underrepresented, such as communities of color. For a full description of the Trust's efforts to engage under-engaged groups, please see our 2015-2020 Strategic Plan at www.cbtrust.org/strategic-plan.

Track A –Reforestation/Afforestation of lands already protected

Funding partners seek reforestation and afforestation projects that provide ecological benefits by establishing, enhancing and/or preserving riparian buffers; creating, enhancing and/or preserve larger contiguous tracts of forest; and/or creating, enhancing, and/or preserving wildlife habitat, including habitat for forest interior dwelling species. Priority will be given to reforestation projects in targeted watershed areas. These priority watershed areas will be listed on the Anne Arundel Forestry and Forested Land Protection Grant Program website.

Reviewers will look favorably upon projects that have demonstration value by serving as an example for landowners seeking to learn how to establish, enhance, and/or protect forested land.

Projects on individual private, commercial private, community-owned, nonprofit, and government-owned property are eligible for funding. Assurance that projects funded under this opportunity will remain in place must be provided (Anne Arundel County Code 17-8-901); therefore, projects must be on either:

- a) land that is under a deed-restricted permanent conservation easement that allows additional tree planting and under which protection of the tree planting project funded under this grant program can be added; or
- b) public property, with records documenting that the site will not be developed and that provide assurance that the tree project will remain in place (e.g., park master plan and letter of commitment).

Successful applicants will be obligated to complete the following project phases:

- 1) Verify that any existing long-term protection vehicle will allow reforestation/afforestation and modify that vehicle if not;
- 2) Develop a planting design and plan;
- 3) Develop a forest management plan;
- 4) Obtain any required permits;
- 5) Provide planting activities, including procuring contractual or volunteer services;
- 6) Provide monitoring and maintenance in the first two years to ensure a survivorship rate consistent with guidelines in [Maryland State Forest Conservation Technical Manual Third Edition of 1997](#); and
- 7) Work with the planting contractor to replace any trees as required under the plant warranty (see Appendix A for performance standards).

Successful applicants will not be required to provide monitoring or maintenance beyond two years post-planting and will not be required to perform any easement monitoring activities. Applicants may request project management expenses to cover personnel time and administrative costs such as travel, postage, and other costs.

Track B – Land Protection Projects on Lands Already Forested

Funding priority will be given to reforestation projects in targeted watershed areas. However, forested land protection projects will be considered as funds are available.

Applicants can apply to purchase and monitor permanent conservation easements to protect, maintain, and preserve existing tree canopy in Anne Arundel County. The forest conservation easements shall be acquired, held, and maintained by the grantee or by a land trust subcontracted by the grantee. The best projects under this track are those seeking to protect ecologically valuable sites or existing habitats, such as riparian buffers, large contiguously forested tracts, and/or important wildlife habitat.

Easement values can be supported with funds from this grant program; however, funders can only support requests at or below the threshold based on the Fiscal Year 2019 Market Analysis completed for the Natural Resources Conservation Service (NRCS) Wetland Reserve Program (\$2,275 per wooded acre) OR at the average of two certified appraisals less than five years old.

Applicants requesting easement values of \$2,275 or less per acre do not have to provide certified appraisals with their applications.

Applicants requesting > \$2,275 per acre have two options: 1) An applicant may apply without a certified appraisal but will be required to obtain two certified appraisals as a contingency of the award at their expense. A second appraisal review of the initial appraisal (vs. a full second appraisal) is also acceptable if the second appraisal review is prepared by a party on the list of County-approved appraisers (Appendix B). If the project moves forward, resulting in a permanent conservation easement, expenses will be reimbursed by the funders. However, applicants will not be reimbursed for those costs if a permanent conservation easement is not obtained. 2) Alternatively, an applicant may apply with one certified appraisal completed in the last five years. In this case, as a way to incentivize submissions of proposals with appraisals, if the project is selected for conditional funding, the funders will supply funds in advance to obtain the second appraisal and will absorb this cost regardless of whether the project moves forward. Grants will not be awarded for more than the original request per acre amount.

If awarded, the land protection (per-acre landowner incentive) payment will be placed in an escrow account held by the original applicant after the draft easement has been approved and all related contingencies have been met. The landowner will receive this payment once the final conservation easement has been fully signed and recorded.

Track C – Reforestation/Afforestation and Protection Projects on Unforested, Uneased Lands

Funding priority will be given to reforestation projects in targeted watershed areas. However, forested land protection projects will be considered as funds are available.

Applicants may also request support for reforestation/afforestation projects on land that is not currently under conservation easement or otherwise protected. In such a case, the land must be owned by an individual or entity that will put a permanent conservation easement or deed restriction on the property on which the project is installed and that will protect the tree project. As in Track B above, funds for easement costs will be considered as eligible budget request items with the exception that the threshold value for requiring appraisals is \$4,948, the NRCS WRP threshold for cropland. As described in Track B above, applicants may a) request easement costs below the threshold without incurring an obligation to obtain appraisals, b) request easement costs above the threshold and be responsible for obtaining appraisals as a condition of the award at an expense that will only be reimbursed if the project moves forward, or c) request easement costs above the threshold and supply justification in the form of at least one appraisal.

Successful applicants will be obligated to complete the following project phases:

- 1) Obtain permanent/long-term protection for the land;
- 2) Develop a planting design and plan;
- 3) Develop a forest management plan;
- 4) Obtain any required permits;
- 5) Provide planting activities, including procuring contractual or volunteer services;
- 6) Provide monitoring and maintenance in the first two years to ensure a survivorship rate consistent with guidelines in [Maryland State Forest Conservation Technical Manual Third Edition of 1997](#); and
- 7) Work with the planting contractor to replace any trees as required under the plant warranty (see Appendix A for performance standards).

If awarded, the land protection payment (per-acre landowner incentive) will be placed in an escrow account held by the original applicant after the draft easement has been approved and all related contingencies have been met. The landowner will receive this payment once the final conservation easement has been fully signed and recorded.

Eligible Applicants

The County and the Trust welcome requests from the following organizations:

- Land trusts;
- Other 501(c)3 Private Nonprofit Organizations (e.g., focused on a conservation)
- Community associations;
- Service and civic groups,
- Faith-based organizations;

- Public agencies; and
- Public and independent higher educational institutions.

Interested individual private or commercial landowners should contact the Trust staff to discuss potential nonprofit partner organizations. In light of the Trust's commitment to the advancement of diversity in its grant-making and environmental work, the Trust strongly encourages grant applications for projects that increase awareness and participation of communities of color in tree planting and other watershed restoration and protection activities.

Eligible Budget Items

Funding in this program is restricted to costs required to implement reforestation/afforestation projects or obtaining conservation easements for existing forested properties or properties to be reforested. Requests for any other purpose will not be funded. Funds may be requested for:

- Survey site preparation costs (e.g., soil amendment, invasive species removal, herbicide application)
- Plant material (including mulch)
- Planting costs
- Tree protection costs (e.g., tree shelters, fencing)
- Two-year maintenance costs
- Survey, legal, and other costs related to development of permanent/long-term protection agreements
- Escrow costs
- Easement costs (see Online Grant Application Instructions question 12 "Easements" for more details for easements and easement costs)
- Project management costs
- Stewardship endowment funds (up to \$10,000) for long-term maintenance and easement enforcement.

Use of funds from this grant program for certain types of easement costs may result in loss of donative intent and therefore ineligibility to claim certain types of tax advantages associated with donating easements. Applicants interested in tax benefits are encouraged to consult with a tax professional. For tax-related information about easements, visit: http://dnr.maryland.gov/met/Documents/PDFs/taxbenefits_info.pdf. For general information about easements, visit: <http://dnr.maryland.gov/met/Pages/faq.aspx>.

Funding partners are unable to fund projects or programs that are wholly required by a separate federal, state, or locally issued permit, decree, or enforcement action, such as critical area buffer establishment. In some cases, funding partners may elect to fund optional portions of required projects that are in excess of regulatory requirements. You will be asked to state the following in your application: 1) whether any part of your project is required under any existing or pending permit, decree, and/or enforcement action and 2) how and whether your proposal exceeds the regulatory requirements.

Acres reforested or afforested with funds from this grant program cannot be sold as a mitigation bank.

Application Review Process and Criteria

Each application is reviewed by a technical external peer review committee, called the Technical Review Committee (TRC), composed of individuals who are experts in the fields supported by this program and individuals who represent communities served by projects funded by this program. The TRC ranks and scores all applications based on the criteria below, then meets to discuss the application merits. The TRC then recommends a suite of applications to the Board of Trustees.

The Trust and funding partner reserve the right to fund projects and budget items that advance its mission and meet its specific funding priorities and criteria.

Not all proposals will likely be able to be supported due to funding limitations. To allow applicants to set expectations prior to investing time in application, the Trust provides historical application approval rates for the same or similar

programs: The average approval rate from the last five rounds in this grant program is 76%, including fully and partially funded applications.

The following criteria will be used by external technical expert reviewers to evaluate applications.

Important Criteria:

- **Consistency with RFP** (10 points):
 - Is the project proposed consistent with the intent of the track selected?
 - What is the level of completeness and attention to detail?
 - Have all questions been answered?
 - Have photos of the site, vicinity map, and land use details been included in the application?
 - Can the reviewers clearly understand what you are proposing to do?
- **Likelihood of Project Success** (20 points):
 - What is the likelihood of success of the project if selected for funding? Success is defined as the accomplishment of outcomes proposed. Does the applicant have the necessary qualifications to conduct the work that include past history of successfully completing similar environmental projects? See the qualifications section of each project track for more details on specific qualification and evaluation considerations.
 - Is the project ready to proceed if funded? Priority will be given to projects that are the closest to project implementation.
 - Has the applicant procured landowner permission through a letter of commitment, if necessary?
 - Make sure your project has an appropriate timeline and scale of budget to reflect the intended scope of the project.
 - Are the selected partnerships appropriate? Partnering with other organizations to leverage organizational strengths and enhance project outcomes are strongly encouraged.
 - Identify and use of technical experts, if needed. If your organization does not possess the technical expertise to lead a project, qualified technical experts, agencies, or organizations must be identified as partners or consultants/contractors.
- **Long-Term Sustainability** (20 points):
 - For tree planting projects, will the project persist and be well-maintained and not threatened by various types of disturbance, invasive species, or other impacts?
 - Has the applicant proposed a relevant and robust monitoring and maintenance plan that will be used to improve project sustainability in the future?
 - Has the applicant addressed the need for ongoing resources in order to maintain the project?
 - What long-term protection vehicle and process is in place to ensure the project is maintained and protected? (consider working with Maryland Environmental Trust (MET) as a co-holder of the eased property)
- **Cost Effectiveness /Budget** (20 points):
 - Is the budget appropriate and cost effective?
 - Are the line items budgeted justified in the project narrative?
 - Are the costs per acre to reforest/afforest (Tracks A and C) and/or protect (Tracks B and C) justified and consistent with the RFP requirements?
 - In-kind and cash match are not required but will be viewed favorably.
 - For work involving subcontractors, were estimates or bids from at least three consultants or contractors considered?
 - Leverage resources as much as possible by connecting to other existing, complementary community or county led watershed stewardship efforts, such as water quality improvement or outreach projects on faith-based property, homeowner association (HOA), or private school-related projects, outreach projects, and volunteer projects.
- **Restoration/ Land Protection Value** (20 Points)
 - Does the planting project methodology, including timeline, planting method, planting plan, species list (native species only), and procurement process make sense for the project area? (Tracks A and C only)
 - Potential ecological benefit? ("Forest" in this Request for Proposals means a biological community dominated by trees and other woody plants covering a land area of 10,000 square feet or greater and that

have at least 100 trees per acre. Orchards will not be considered as forests through this funding opportunity.)

- Proximity to Critical Area (Projects both inside the critical area (1,000 feet from a tidally influenced water body or wetland) and outside the critical area will be considered, though greater resources are available for critical area projects. Determine if your project falls within the critical area using the Anne Arundel County GeoCortex website (see Appendix C for instructions to use the GeoCortex website).
- How will the forest be maintained and monitored to ensure maximum biodiversity and water quality benefits?
- How will future sea level rise impact the project?
- Is the reforestation project located in one of the priority watershed areas identified by the County?
- **Demonstration Value and Community** (10 points):
 - Will others be able to take lessons from this project and perhaps replicate a similar project in their own communities?
 - How can this project be used as a model or pilot for future efforts?
 - Is the community to be served involved appropriately in the project; i.e., was community buy-in obtained, were community needs and desires assessed, and are there individual(s) in the community committed to serving as community leads?
 - If the lead applicant is not a member of the community served by the grant (e.g., an external non-profit doing work on land owned by another entity, such as a house of worship), is a transfer of “ownership” to the community built into the project and the ability of the “project owner” (community) to carry the work forward developed?
 - How will this project support the County?

Available Funding

Funding available is up to \$250,000 for Forestry and Greening (Track A) and Forested Land Protection – Permanent Conservation Easements (Track B and C).

Deadlines, Notifications, and Awards

Proposals will be due at **4 pm on March 26, 2020**, though applicants are encouraged to submit early.

All applicants will receive a letter stating the funding partnership’s decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send an award agreement with award conditions and due dates of status, progress, and final reports. The Trust will mail the first award payment to the requesting organization following: 1) the Trust’s receipt of the signed award agreement and 2) satisfaction of any phase 1 payment award contingencies. Ten percent (10%) of the total award will be held until the final report is submitted and approved. In cases where the awardee fails to submit a status report, progress report, or final report by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

In cases where the awardee fails to submit a status report or final report by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee. When the project is complete, awardees are required to complete final reports that include submission of all receipts for supplies, invoices for subcontractors/contractors, and copies of timesheets for personnel time used (timesheets must include date, name, time worked per day, and coding to tie the time worked to the award). All financial back-up documentation will be grouped and numbered to correspond to the budget line item reported as spent. Organizations with outstanding final, progress, or status reports will not be awarded additional grants. When the project is complete, awardees are required to submit all final products and final reports, including submission of all receipts, copies of timesheets, and contractor invoices.

When the project is complete, awardees are required to complete final reports that include submission of all receipts for supplies, invoices for subcontractors/contractors, and copies of timesheets for personnel time used (timesheets must include date, name, time worked per day, and coding to tie the time worked to the award). All financial back-up documentation will be grouped and numbered to correspond to the budget line item reported as spent. Organizations with

outstanding final, progress, or status reports will not be awarded additional grants. When the project is complete, awardees are required to submit all final products and final reports, including submission of all receipts, copies of timesheets, and contractor invoices.

Grant awards will be announced in June 2020.

Contact Information

All applicants are **strongly** encouraged to contact Trust staff prior to the application deadline in order to allow maximum time possible for guidance and, if deemed appropriate, a potential site visit.

For technical assistance with projects, contact Jeffrey Popp at (410) 974-2941 ext. 103 or jpoppp@cbtrust.org.

Application Submission Instructions

Applicants must submit their application in the Chesapeake Bay Trust Online Grant System by 4:00 pm on March 26, 2020.

You will enter all application information in the **Chesapeake Bay Trust Online System** using the username and password of the Project Lead (this username and password will be used to manage the award, if funded):

- To apply, go to <https://cbtrust.org/grants/forestry-and-forested-land-protection/>.
- We recommend logging into the online system early to start your application and so that you become familiar with the online application format (e.g., timeline format and number of timeline/task options), content (e.g., deliverable options), and process (e.g., how to submit the application).
- You will need to register with the online system with a username and password; if you have applied in the past, use your existing username and password (if you have forgotten either of these use the 'forgot password' feature).

Late applications will not be accepted, and the online funding opportunity will close promptly at 4 pm. **Applicants are strongly encouraged to submit at least a few days prior to the deadline** given potential for high website traffic on the due date. The Trust cannot guarantee availability of technical assistance for our online grants system on the deadline date.

Watch our video on how to apply for and submit an application using our online system at <https://cbtrust.org/grants/>. You will need to register with the online system with a username and password; if you have applied in the past, please use your existing username and password (if you have forgotten either of these use the 'forgot password' feature).

When completing the online application process, you will be asked for the following information:

Eligibility Quiz: This quiz is meant to assist you in determining if your project meets the requirements of the award program and that your staff/organizational structure best supports a successful application.

Organization Information

- 1) Organization Name and Mailing Address (You must list the exact organization name and mailing address to which the check will be issued if funding is approved. Confirm the organization name and mailing address with your finance office before submitting this application.)
- 2) Phone Number, Organization Type, Mission of Organization, Organization Type, EIN Number, and DUNS Number

An Executive Officer and Project Leader, two separate individuals, must be identified for all applications.

- The Executive Officer and Project Leader must be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application.
- The Project Leader will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The email address entered here **MUST** be the same as the email address you used to log in to the online system. The Project Leader is the primary point of contact for the application, and the email

address used to submit the application via the online system must be that of the Project Leader. Applications in which the email address associated with the Project Leader in the “Applicant Information” tab of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors, consultants, or other project partners. If at any time the Project Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Leader.

- To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

Executive Officer of Requesting Organization: Name, title, address, phone, and e-mail

Project Leader of Requesting Organization: Name, title, address, phone, and e-mail; REMEMBER: THIS EMAIL ADDRESS MUST BE THE ONE USED TO LOG IN TO SUBMIT THIS APPLICATION

Project Information:

- 1) Project Title: List the title of your project. Start the title with the project track.
- 2) Project Abstract: In a text box, you will be asked to provide a brief (3 to 4 sentences) summary of the project, including details such as type of project, location, and main objectives. The project abstract should be succinct and provide a clear idea of the project description outputs based on intended outcomes.
- 3) Award Period: Enter project start and end dates
- 4) County: In which county will the project be located? Projects must be implemented in Anne Arundel County, Maryland.
- 5) Watershed: In which watershed will the project be located?
- 6) Legislative District: In which legislative district will the project be located?
- 7) Latitude/Longitude of Project Site: report the project’s latitude and longitude in decimal degrees; a midpoint location may be used, or if multiple projects, you may choose one of the sites; google maps can provide this information.

Project Timeline: You will be asked to enter a table of major tasks (activities), with start and end dates.

Project Deliverables: You will be asked to fill in estimated deliverables for a variety of metrics for project participation, outreach outcomes, and restoration outcomes (e.g., square feet of impervious cover treated, number of trees planted, etc.). Only complete those deliverables that are appropriate for your project (i.e., some deliverables will not apply).

Volunteer Involvement: Indicate the volunteer activities and for each activity provide the number of volunteers that will be involved and the total number of volunteer hours.

Project Partnerships and Qualifications: You will be asked to enter project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.

Letter(s) of Commitment: Applicants are encouraged to upload a Letter of Commitment for the project from each partner describing in detail the partner’s role or contribution to the project. Applications including strong Letter(s) of Commitment often receive higher scores. If not submitted with application, Letter(s) of Commitment may be required prior to the release of any awarded funding. To better understand the Trust’s definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: <https://cbtrust.org/forms-policies/>.

Project Narrative Questions:

- 1) Project Site: Describe the project site. List the total number of acres to be planted, protected, or both. For planting projects, list the total number and size of trees expected to be planted. Include photos of the project site, especially photos showing key features such as forest quality, streams or other waterways, habitat indicator species, landmarks, and/or proximity to the critical area.

- 2) Land Ownership: Describe current land ownership, the landowner's involvement in the project, current land use of acres to be reforested and proposed future uses for the land. A Letter of Commitment for the project signed by the landowner must be included in this narrative file as an addendum or uploaded as an additional document.
- 3) Land Protection: Describe whether the site is under current long-term protection.
 - a. If the land is currently protected, describe the type of protection and any restrictions. List the land protection holder and describe its qualifications. Does the easement holder have the necessary resources to enforce any restrictions and/or conservation goals of the land being protected?
 - b. If the land is not already protected, describe the process by which an easement will be obtained, whether easement funds will be requested (and if so, cost per acre requested), and whether appraisals have been obtained (so include appraisals in the application submission, if obtained). Contact us early in project development; the Trust and the County can work with you to determine land protection options.
- 4) Required Projects: Funding partners are unable to fund projects or programs that are wholly required by a separate Federal, state, or locally issued permit, decree, or enforcement action, such as critical area buffer establishment. In addition, funding partners cannot support projects that lead to financial benefit, such as creation of a mitigation bank. In some cases, funding partners may elect to fund optional portions of required projects that are in excess of regulatory requirements.

Respond to the following questions: a) Is any part of your project is required under any existing or pending permit, decree, or enforcement action? and b) If any part of the project is required as in #4a, state whether and how your proposal exceeds the regulatory requirements.

- 5) Project Location: We prefer that you include this additional material as appendices within the uploaded narrative document, but they may be uploaded as separate documents. This material does not count in the five (5) page "Project Narrative" limit. Project map must include:
 - a. Property address;
 - b. Boundaries of full parcel; and
 - c. If you are planting trees, the location of planting project.
- 6) Site plans: Include site plans for projects with a planting component (Tracks A and C). We prefer that you include plans as appendices within the uploaded narrative questions document, but they may be uploaded separately and must be clearly marked "site plans." This material does not count in the five (5) page "Project Narrative" limit.
- 7) Project Methodology: Describe the method by which you will procure contractual services to accomplish planting, easement, and other services. For projects with reforestation/afforestation components, include a planting plan, species list (native species only), and method by which you will procure contractual services to accomplish planting, easement, and other services (we recommend obtaining estimates or bids from at least three consultants or contractors).
- 8) Applicant Capacity: Describe your ability to provide project leadership and management on the following tasks that are relevant to your project (Track B projects, address (a) only):
 - a. Obtaining permanent/long-term protection for the land OR verifying that any existing long-term protection vehicle will allow reforestation and modifying that vehicle if not;
 - b. Developing a planting design and plan;
 - c. Obtaining any required permits;
 - d. Providing planting activities, including procuring contractual or volunteer services;
 - e. Providing monitoring and maintenance in the first two years to ensure a survivorship rate consistent with guidelines in [Maryland State Forest Conservation Technical Manual Third Edition of 1997](#); and
 - f. Working with the planting contractor to replace any trees as required under the plant warranty (see Appendix A for performance standards).

- g. If your organization has completed a reforestation or other tree planting project, describe how the project is being maintained and include current photos (within the last 6 months) of the project to demonstrate project maintenance and tree survivability.

- 9) **Partnerships:** List your project partner(s) and describe what specific role(s) each partner will play in completing the project.
- 10) **Demographic Information:** In light of the Trust's commitment to the advancement of diversity in its award-making, please provide demographic information about the community or population involved in or served by the project. Please provide your organization's experience working within the specific communities that you will be prioritizing. If you have not had significant experience within your prioritized demographic, please explain how you intend to address this issue; the Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies within the targeted demographic(s).
- 11) **Sustainability:** The Trust aims to invest in projects that have the longest potential longevity, after the grant period has ended. Several threats exist that may result in loss of project value: change in public interest in an effort, changes in rainfall or sea level associated with climate change; change in land use; and more.

Discuss the future you see for the work for which you are requesting funds. What factors may affect its long-term value and how will you ensure its long-term value is maximized? If the project or program will need ongoing financial resources in order to maintain its value, please provide an abbreviated plan describing how the project will be sustained beyond the term of the proposed funding request?

- 12) **Consultants:** Has/will a consultant be hired and has a contractor been selected? Describe your consultant/contractor selection process, including justification and background of the selected consultant/contractor. If using a bid process, describe the process. The Trust strongly recommends that applicants get at least three competitive bids, estimates, or quotes.
- 13) **Community Context:** The best projects will connect to other existing community watershed stewardship efforts. Indicate how this project fits into other watershed stewardship activities occurring in the community. For example, are neighboring faith-based organizations or homeowner's associations who may already be undertaking environmental activities going to be engaged in this project?

For a list of Trust-funded projects in the area, applicants are encouraged to reference the Trust's annual reports online at <https://cbtrust.org/annual-report/>.

Budget Upload

Financial Management Spreadsheet – Application Budget Upload: You will be asked to upload your budget using the “Application Budget” worksheet of the Chesapeake Bay Trust's **Financial Management Spreadsheet (FMS)**, an excel file template. The template is available in the online application and can be found by visiting <https://cbtrust.org/forms-policies/>, which also provides a video with instructions on how to complete the FMS.

- Be as detailed as possible. Budget elements (trees, tree tubes, mulch, land protection, etc.) must be listed separately.
- For any staff cost requests, list the percentage of overall time devoted to the project by each staff member in the budget item column. It is expected that all personnel included in budgets will be directly involved in the work conducted under this program. Requests that do not include full justification for personnel involved may not be fully funded.
- Matching/leveraged resources are encouraged. Indicate whether each match entry is applied for, pledged, or in-hand. Indicate in the narrative whether your organization has requested financial support from any other sources for the project not listed as match in the budget submitted.

Financial Management Spreadsheet – Application Budget Information

This final online grant program component will ask applicants to enter budget category totals. These totals will be automatically calculated in the FMS Application Budget.

Enter the “Total Amount of Funding Requested.”

Use the “Additional Budget Justification” section in the online application to justify and explain costs. Budgets that are detailed, justified, and itemized are ideal. Use the Budget Justification section to provide a descriptive budget narrative. This budget narrative is a chance to explain and justify the costs requested in your proposal, such as: 1) if you requested staff costs (personnel/staff that are in your organization) you must provide a detailed justification for those staff costs that includes a scope of work for the staff costs requested, tasks for the scope of work, and hours associated with those tasks and 2) the source of any contractor/consultant cost estimates. Staff cost requests that are not fully justified will not be funded. If awarded, you will be required to provide timesheets for all staff time used during the project. A timesheet template for use upon award is online at: <https://cbtrust.org/forms-policies/>.

The body of work described in your proposal should be able to be accomplished with the resources requested in your budget. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.

Terms and Conditions

Agree to the specified terms and conditions for the program for which you are applying.

**By submitting an application to this program, applicants acknowledge that: 1) they are compliant with federal employment and non-discrimination laws and 2) they have not been debarred, convicted, charged, or had a civil judgment rendered against them for fraud or related offense by any government agency (federal, state, or local) or been terminated for cause or default by any government agency (federal, state, or local).

Appendix A: Performance Standards for Reforestation Projects

| Size | Number Required per Acre | Approximate Spacing (feet on center) | Survivability Requirement (at the end of the second growing season) | |
|--|--------------------------|--------------------------------------|---|-----|
| Bare Root Seedlings or Whips | 700 | 8 x 8 | 55% | 385 |
| Container Grown Seedling Tubes (minimum cavity width 1.5 in.) | 450 | 10 x 10 | 65% | 290 |
| Container Grown (1, 2, 3 gallon) | 350 | 12 x 12 | 75% | 260 |
| Container Grown (5, 7 gallon or 1 in. caliper B & B) | 200 | 15 x 15 | 85% | 170 |
| Container Grown (15, 25 gallon or 1.5 to 2 in. caliper B & B) | 100 | 20 x 20 | 100% | 100 |
| <p>Notes:</p> <ol style="list-style-type: none"> 1) These stocking and survival requirements are the minimum numbers estimated to meet the definition of forest from bare land. 2) In certain circumstances, any combination of the above-mentioned stocking options, dry seeding, tree shelters, transplants, and/or natural regeneration may be more appropriate strategies to fulfill the requirements of an approved FCD. They will be evaluated on a case-by-case basis by the approving authority. 3) Spacing does not imply that trees or shrubs must be planted in a grid pattern. 4) For large-scale reforestation projects (>1 acre), reforestation costs (trees, planting, and maintenance for 2 years) should not exceed \$15,000/acre. | | | | |

Appendix B: List of Anne Arundel County Approved Appraisers

Peabody & Associates, LLC

Mr. George L. Peabody, MAI
2525 Riva Road, Suite 110
Annapolis, MD 21401
Email Address: george@peabodyappraise.com
Phone – 410-266-3100
FAX – 410-266-0821
(Specializes in all R/W Appraisals)

Mr. Thomas B. Herbert

Real Estate Appraiser
1202 West Street
Annapolis, MD 21401
Phone – 410-268-7858
FAX – 410-263-3520
EMAIL – thappraise@verizon.net
(Specializes in all R/W Appraisals)

Phillip Lamb & Co., Inc.

David Lamb
6533 Garden Grove Way
Laytonsville, MD 20882
Phone: 301-924-5517
Fax: 301-924-5518
Email: davelamb@lambcompany.com
(Specializes in all R/W Appraisals)

Worthington & Associates

Mr. Brice Worthington
138 West Street
Annapolis, MD 21401
Phone – 410-263-2525
FAX – 410-280-1535
(Specializes in takes for large parcels, AG's)

The Wineholt Group, Inc.

Antoinette Wineholt, MAI
P.O. Box 732
Severna Park, MD 21146
Phone – 410-757-6272
FAX – 410-757-2531
Email – twg@mris.com
(Specializes in all R/W Appraisals)

Westholm and Associates

Gary Westholm
150 South Street
Annapolis, MD 21401
Phone: 410-295-0660
Fax: 410-295-6566
(Specializes in all R/W Appraisals)

Appendix C: Instructions for the Anne Arundel County GeoCortex website

To Navigate

- 1) Go to <http://gis-world3.aacounty.org/HTML5Viewer/index.html?viewer=WPRP>
- 2) Enter the project address by clicking on the orange “I want to” box
- 3) Select “Find address”
- 4) Enter the house number and choose correct address from the drop-down box
- 5) Select “Search”
- 6) Click on the desired street address in the results box
- 7) Click on “Zoom to Feature” in the tool bar
- 8) Click on the “x” in the upper right corner of the white box to view the property

To Show Data

- 1) To show available map layers click on “Maps and Data” in the tool bar
- 2) Select “Show Layers” at the top left side of the page
- 3) Property lines can be added by clicking the box next to “Parcels”
- 4) Scroll down and click on the “+” sign next to “Natural Resources”
- 5) Click on the box next to “Natural Resources” then click on the boxes directly to show Critical Areas and other features
- 6) Use the scroll wheel or the scale bar within the aerial photo to zoom in or out

To Print

- 1) To print the aerial photo, click on “Tasks in the tool bar
- 2) Click on the “Print Map” icon at the top left
- 3) Select the “Create File” box and then the “Open File’ box
- 4) The print option appears when the mouse is placed over the bottom of the photo