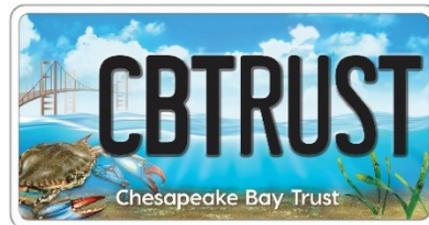


Anne Arundel County Watershed Restoration Grant Program

FY 22 Request for Proposals



Chesapeake Bay Trust

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Anne Arundel County Watershed Restoration Grant Program

At A Glance

Program Summary:

The Anne Arundel County Watershed Restoration Grant Program encourages on-the-ground watershed restoration activities that reduce the amount of stormwater flowing into local waterways, that treat and filter pollutants from impervious surfaces, and that engage residents in the restoration and protection of the local rivers and streams.

Grant Application Deadline:

March 17, 2022, at 4:00 PM EST

Pre-Application Site Visit Deadline:

February 28, 2022

Eligible Project Locations and Types:

This program funds projects in Anne Arundel County, Maryland (County and City of Annapolis properties).

- Restoration implementation/construction projects are eligible in both the County and City.
- Restoration design and watershed planning projects are eligible in the City of Annapolis.

Request Amounts: \$15,000 to \$300,000

Submit Your Application:

Follow the instructions online at

<https://cbtrust.org/anne-arundel-county-watershed-restoration/>

Contact: Sarah T. Koser, Program Manager, 410-974-2941 ext. 106, skoser@cbtrust.org

This Request for Proposals was released on 11/17/2021



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Introduction and Program Goals

The Anne Arundel County Watershed Restoration Grant Program will fund projects to reduce pollutants flowing into local waterways through the implementation, or in some cases planning and design, of watershed restoration practices. This program aims to improve water quality in the County's local streams and waterways, as called for in the County's Municipal Separate Storm Sewer System (MS4) Permit and County and City of Annapolis' Stormwater Management Inventory and Watershed Improvement Plan, which require reductions in storm flow volume and pollutants entering waterways.

This program is administered by the Chesapeake Bay Trust (Trust) and funded by the Anne Arundel County's Bureau of Watershed Protection and Restoration (Watershed Protection and Restoration Fund, (www.aarivers.org), and the City of Annapolis (Watershed Restoration Fund, (<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3955674&GUID=4B76A651-171F-4929-907A-CC0BB4D3F955>)). The Trust is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over \$140 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

Eligible Applicants, Project Locations, and Project Types

Eligible Applicants

Applications must include at least one partner that represents a stakeholder group based in Anne Arundel County. With the exception of City of Annapolis homeowners or community associations, all applicants must be **certified 501(c) non-profit organizations**. Examples of applicant types include but are not limited to:

- 501(c) registered local watershed groups
- 501(c) registered Service, Youth, and Civic groups
- 501(c) registered Faith-based organizations
- 501(c) registered Community associations and homeowners' associations throughout Anne Arundel County

The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages 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, see our strategic plan at www.cbtrust.org/strategic-plan and <https://cbtrust.org/diversity-inclusion/>.

Pre-Application Site Visit: This is required for all applicants and must be completed by February 28, 2022. The Pre-Application Site Visit is the place to vet project eligibility with the Trust and program partners.

Applicants must contact the Trust to arrange a project site visit before applying for funding. The site visit should include the project applicant organization, landowner, project designer, and any other relevant project partners. The Trust recommend that you contact us to schedule the site visit by February 11, 2022. The applicant is required to provide the Best Management Project (BMP) Worksheet (Appendix A) and the design concept drawings (if available) to the Trust at the site visit.

At this site visit, the Trust's Program Manager, Sarah T. Koser, is available to review materials, explain the application process, and answer additional questions at skoser@cbtrust.org.

Eligible Project Locations

Projects located anywhere in Anne Arundel County are eligible, including the City of Annapolis. Restoration implementation/construction projects are eligible in both the County and City. Restoration design and watershed planning projects are eligible in the City of Annapolis.

Project locations in priority areas and that connect with ongoing efforts are encouraged. Couple your effort with an existing plan, in a priority area that may have additional needs/resources, and where your project can be most beneficial to the overall County water quality goals. To do this, applicants are encouraged to consider projects:

- 1) located in watersheds that are high priorities for restoration in the County that have been described in Watershed and Assessment Studies located here: <http://www.aacounty.org/departments/public-works/wprp/watershed-assessment-and-planning/watershed-studies/> and
- 2) that connect to and/or complement other watershed stewardship efforts, since projects grouped together often leverage each other's value. Existing projects can be found at the following sites:
 - [Bureau of Watershed Protection and Restoration's Project map \(https://www.aacounty.org/departments/public-works/wprp/restoration/WPRP_Projects\)](https://www.aacounty.org/departments/public-works/wprp/restoration/WPRP_Projects) and
 - City of Annapolis' Stormwater Management Inventory and Watershed Improvement Plan (<https://www.annapolis.gov/DocumentCenter/View/983/Watershed-Improvement-Plan-Final-PDF>)

Property type/ownership: Projects may be proposed on non-profit property, private property (with the exception of living shoreline projects), City of Annapolis-owned property, or public school properties, with assurance that the landowner is in support of the project that shall be demonstrated through a Letter of Commitment included in your application. Projects located in road or utility right-of-way (ROW) areas are not eligible for the County but may be considered in the City of Annapolis with prior approval from the Trust. Projects associated with inlets and outfalls that cross ROWs are eligible but also must have prior approval from the Trust in advance of application. ROW project ideas can be discussed and approved for eligibility during the required Pre-Application Site Visit.

Eligible Project Types

Eligible projects are separated into *three categories* below based on the size and type of work proposed and if the project is a restoration (implementation/construction) effort or a planning effort:

Watershed planning projects (Category 1) are eligible only in the City of Annapolis. Watershed plans are a first step to assess the area with the community, identify potential target areas for restoration, propose restoration practice types if possible, and serve as a guiding document for future work, including applications for restoration projects. Applicants may propose watershed planning or watershed assessment projects for properties/areas only in the City of Annapolis. Category 1 project final products will include planning documents useful for future design and implementation of restoration projects in this grant program.

Small-scale restoration projects (Category 2) including but not limited to bioretention cells, bioswales, rain gardens, or other stormwater best management practices (BMPs). Category 2 projects have a disturbance footprint less than 5,000 square feet or less than 100 cubic yards of earth disturbed.

Large-scale restoration projects (Category 3) have a disturbance footprint greater than 5,000 square feet or more than 100 cubic yards of earth disturbed. Additional stormwater BMPs that are typically "large-scale" restoration projects include stormwater wetland and marsh creation and enhancement; stream and wetland restoration; regenerative conveyance systems (also known as coastal plain outfalls, step pool storm conveyance, etc.); living shorelines (on community, other not-for-profit, or public property); and green roofs.

Restoration projects often involve larger sites with many factors to consider carefully throughout the process from project conception to successful implementation. A few considerations for restoration efforts in your project include the following: 1) complex sites with drainage above ground and through underground pipes; 2) ownership and approval for the proposed restoration effort must be secured; 3) identifying and avoiding if needed above and below ground utilities; 4) specifications for the BMP type and design and/or implementation/construction must be detailed and planned; 5) permits and approvals from various stakeholders in the approach need to be secured in larger efforts; 6) selecting contractors and managing their work; 7) managing materials delivered to the site and construction machinery at the site; and 8) ensuring the maintenance for the site is in place. Therefore, the following are guidance for your restoration project idea that will be useful in finalizing your idea and developing the materials/information needed for the proposal narrative, budget, and other items for your application submittal:

- Implementation/Construction Projects must demonstrate sound design and cost efficiency and provide a water quality benefit, with an emphasis on practices that treat impervious cover.
- Design and Permitting: Priority will be given to projects that are furthest along in the design and permitting phases. However, requests for design and/or permitting may be included in your application as follows:
 - For City of Annapolis projects:
 - ✓ You may request funds for the design phase of project (100% of the requested funds may be for design).
 - ✓ Projects must be designed/permited by a Maryland-licensed/registered professional
 - ✓ During the required Pre-Application Site Visit, the City process for completing restoration projects will be discussed, which is described as the City's Watershed Restoration Project Workflow and Requirements available at: <https://www.annapolis.gov/1517/Restoration-Project-Workflow-and-Require>
 - For all other projects:
 - ✓ A portion of the request, if justified, will be considered; however, requested funds for design plus permitting must not exceed about 10% of total project cost
 - ✓ If a permit is required, the project design elements must be undertaken by a Maryland-licensed/registered professional
- Projects are expected to rely on widely-accepted stormwater BMPs, including practices approved by Maryland Department of the Environment (MDE) (see [Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated - Guidance for National Pollutant Discharge Elimination System Stormwater Permits \(Maryland Department of the Environment, June 2020\)](#)). If the practice is not approved by MDE, background information on the proposed practice and a justification of the practice's use must be provided. If you have a project idea or project type that is not listed, but that you believe meets the goals of the award program, contact the Trust to discuss your project idea and if it is eligible for the program (this can also be done during the required Pre-Application Site Visit).
- Implementation/construction projects are required to provide maintenance and attest to executing a long-term project protection agreement, if awarded. The County or the City will provide structural maintenance for long-term project protection. Projects must demonstrate that they are allowed by landowners who will agree to maintain the site and execute the protection agreement as follows:
 - If your project is awarded, the landowner(s) will be required to sign a Maintenance Agreement with the City of Annapolis (for City of Annapolis projects) or a Memorandum of Understanding (MOU) with the Anne Arundel County Department of Public Works (DPW) pertaining to long-term protection and maintenance (for projects outside the City of Annapolis and within Anne Arundel County).

- This MOU or Maintenance Agreement will describe responsibilities for long-term protection of the project, to allow the County or City to access and inspect your project, and to claim any water quality, resource improvement, and/or credits resulting from the project.
- A sample MOU for awards in Anne Arundel County is located here: https://cbtrust.org/wp-content/uploads/MOU_Anne-Arundel-Co-Sample.pdf. A sample Maintenance Agreement for the City of Annapolis is located here: <https://cbtrust.org/wp-content/uploads/SAMPLE-SWMIprvmtsAgmt-MaintenanceResp.pdf>
- A signed and executed MOU or Maintenance Agreement will be required should your project be awarded.
- Landowner Approval of the Proposed Project: A signed Letter of Commitment must be included from any landowner(s) on whose property the project is proposed (except in cases in which the applicant is the landowner) OR who will have to allow access to site for construction or maintenance purposes. Review the Trust's definition of Letter of Commitment at: https://cbtrust.org/wp-content/uploads/Chesapeake-Bay-Trust-Letter-of-Commitment-Policy_082819.pdf. In your application, **the signed Letter(s) of Commitment must include the following**:
 - ✓ The landowner must state that they agree to the project's implementation/construction.
 - ✓ The landowner must state that they will perform general aesthetic maintenance or will allow maintenance to be performed by the grantee (if the grantee is not also the landowner) or other party. [General aesthetic (routine and non-structural) maintenance is completed seasonally and can include weeding, replacing plants, mowing, pruning, and similar tasks.]
 - ✓ The landowner must attest that he/she/they is/are **willing to execute** either a Memorandum of Understanding (MOU) with Anne Arundel County or a Maintenance Agreement with the City of Annapolis, if the project is awarded.
 - ✓ If your project is a living shoreline, the landowner must attest that he/she/they **is/are willing to execute** a MOU (County) or Maintenance Agreement (City), including a private maintenance agreement, providing long-term protection of the project and a commitment of the landowner to provide full structural and routine maintenance.
- A Maintenance Plan for short-term (first growing season) and long-term (three years+) general aesthetic maintenance is required and a template is available at <https://cbtrust.org/wp-content/uploads/Annual-Landscape-Maintenance-Plan.docx>. To ensure sustainability of projects, grantees will be required to commit or show commitment by the landowner or other party the short-term and long-term maintenance.
 - ✓ The applicant should describe what general aesthetic maintenance activities that will be done to support short-and long-term maintenance of the project.
 - ✓ For living shoreline projects, the landowner is fully responsible for long-term maintenance. In your Maintenance Plan for a living shoreline project, include a description of how the landowner will complete long-term maintenance of the living shoreline project upon completion, in accordance with Maryland Department of the Environment and Chesapeake Bay Program (CBP) BMP Verification protocols, located here: [https://www.chesapeakebay.net/documents/MD_Verification_Protocols_Master_Doc_\(2\).pdf](https://www.chesapeakebay.net/documents/MD_Verification_Protocols_Master_Doc_(2).pdf)
- Contractual Work: If hiring a contractor to design and/or construct the project, *applicants are encouraged (but not required)* to obtain cost estimates/quotes from at least three service providers or put the work out for bid prior to completing the application. Contact the Trust if you need support finding a contractor for your project. If you have not obtained multiple estimates or quotes prior to application, you may describe the process by which you will obtain them, if awarded.
- Permits: Restoration projects often require a permit and if/what permit is needed for your project will be discussed during the required Pre-Application Site Visit. The *Technical Information* section of this RFP and Table 1 describe what permits will be required for your project by Category.

- Final products expected for restoration implementation/construction projects: Grantees will be expected to submit the final designs; as-built plans (if a permit was required) in electronic format (pdf, Geographic Information System (GIS), AutoCAD (Computer-Aided Design), etc.); final calculations of drainage area to the practice, practice surface area, and restoration credit calculations and pollutant removals (the Trust can help with these calculations); and other deliverables proposed/approved with the final report.
- Final products expected for design only projects (eligible only for the City of Annapolis): Grantees will be expected to submit a set of designs and other deliverables proposed/approved with the final report.

Voluntary restoration projects eligible: Projects that are required under an existing or pending regulatory process or permit, are required for mitigation, or are required by a regulatory authority for any other reason are not eligible for this program. The applicant is solely responsible to determine if any regulatory requirements or conditions exist prior to applying.

Evaluation Criteria

The following criteria will be used by external technical expert reviewers to evaluate applications. We recommend reviewing your proposal or having a colleague review your proposal against these criteria before submission to ensure that you have addressed all the relevant criteria. Preference will be given to applications that meet multiple criteria.

Evaluation criteria are applicable to the three Project Categories as follows:

Justification/Project Need (Scale of 1-15): All projects (Categories 1, 2, and 3)

- Does the applicant describe the project background adequately?
- Does the applicant justify the need for the project and practices proposed?

Likelihood of Project Success/Environmental Outcomes (Scale of 1-30): All projects (Categories 1, 2, and 3)

- Water quality benefit for construction/implementation projects: Is the project cost-effective as measured in cost (\$) per impervious acre treated and cost (\$) pound of pollutants removed annually and for living shoreline projects, ecological value? [On average, the most competitive projects tend to be at or below approximately **\$70,000** (grant funds provided, not overall project cost) **per impervious acre treated**]
- Are methodologies and/or designs sound and consistent with best practices? Is the project proposed appropriate and will the technique address the issues as planned? If the project is for design only, consider practice size vs drainage area and if the practice type is appropriate for the site and site conditions. Does the design project or restoration implementation/construction project include the calculations for nutrient and sediment loads reduced by the project using the BMP Credit Calculator: <https://www.aacounty.org/departments/public-works/wprp/bmp-credit-calculator/index.html>?
- Are there other ecological benefits described associated with the project (assess all projects except living shoreline projects)?
- Has the applicant secured landowner permission, if proposing a project on land not owned by the applicant, to access site and/or construct the project?
- Does the proposed project team have the necessary qualifications to conduct the work? If not, does the application include qualified technical experts, agencies, and/or organizations to be part of the team (i.e., contractors/consultants included in the budget)? This could be included directly as requested funding or as matching funding in the budget.
- Does the applicant have a history of successfully completing similar environmental projects? If not, is the project team (also assessed in this evaluation criteria) qualified to assist the final product success?
- Are partnerships required for success? If so, are partnerships documented in Letters of Commitment that specify the technical assistance, level of staff effort, funding provided, or resources needed for success?

- Does the applicant have a history of successfully completing similar environmental projects? If not, is the project team (also assessed in this evaluation criteria) qualified to assist the final product success?

Demonstration Value (Scale of 1-15): All projects (Categories 1, 2, and 3)

- Does the project have demonstration value and/or transferability?
- All restoration implementation/ construction projects are required to have signage; have funds for interpretive signage been requested in the budget?
- Will the project connect to other watershed stewardship efforts? For a list of County projects that a proposed project could complement, see the Bureau of Watershed Protection and Restoration’s Project map at: https://www.aacounty.org/departments/public-works/wprp/restoration/WPRP_Projects. For a list of City projects to prioritize, refer to the City of Annapolis’ Stormwater Management Inventory and Watershed Improvement Plan at: <https://www.annapolis.gov/DocumentCenter/View/983/Watershed-Improvement-Plan-Final-PDF>.
- Does the proposal describe how this project will be used as a model or pilot for future efforts?

Long-Term Sustainability (Scale of 1-15): Restoration implementation/construction projects (Categories 2 and 3)

- Has the applicant addressed future project sustainability?
- Will the project persist and be well-maintained and not threatened by various types of disturbance?
- Has the applicant proposed a relevant and robust evaluation plan that will be used to improve project sustainability in the future?
- Have landowner permissions been confirmed submitting a Letter of Commitment been that includes support for project implementation and long-term maintenance?
- Has the applicant addressed the need for ongoing resources needed to maintain the value of the project?
- Will the impacts of the work be felt after the award period has ended?
- Has the applicant ensured that the project will not adversely affect public safety, infrastructure, and/or properties?

Budget (Scale of 1-25): All projects (Categories 1, 2, and 3)

- Does the budget reflect the project costs and are the costs reasonable?
- Are there assurances the best price was provided (e.g., were multiple estimates/quotes obtained for contractors) and is reflective of current, market prices/values?
- Are all budget line items justified in the project narrative?
- Does the budget include all necessary items?
- Is the project cost-effective?

Funding Availability and Project Timeline

Funding Availability: The funding partners anticipate

- \$327,000 available for awards in the City of Annapolis.
- \$1,000,000 available for awards elsewhere in Anne Arundel County.

Funding requests will generally not exceed \$300,000; provide robust, thorough justification for any requests exceeding this level.

Project Timeline: Projects must be completed within two years upon receipt of the award. Requests to extend project timelines will be reviewed and considered on a case-by-case basis.

Deadline

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on March 17, 2022**. Late applications will not be accepted, and the online funding opportunity will close automatically and promptly at 4 PM EST. Applicants are strongly encouraged to submit at least a few days prior to the deadline given the potential for high website traffic on the due date. The Trust cannot guarantee availability of technical assistance for our online system on the deadline date.

Application Review Process

Each application is reviewed by an external Technical Review Committee (TRC), composed of individuals who are experts in the fields supported by this RFP and represent communities served by projects funded by this RFP. The TRC ranks and scores all applications based on the criteria listed in the “Evaluation Criteria” section above, then meets to discuss the application merits. The TRC then recommends a suite of applications to the Trust’s Board of Trustees.

The funding partners reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

To allow applicants to set expectations prior to investing time in an application, the Trust provides historical application approval rates for the same or similar programs: The average approval rate from the last three rounds in this award program is 63%, including both fully and partially funded applications.

Awards and Notifications

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: satisfaction of any phase 1 payment award contingencies, including upload of the signed award agreement. Ten percent 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.

When the project is complete, awardees are required to complete final reports that may include but are not limited to 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.

The FY22 Anne Arundel County Watershed Restoration Grant Program awards will be announced in June 2022.

Contact

For technical assistance, contact Sarah T. Koser at (410) 974-2941 x 106 or skoser@cbtrust.org.

Narrative Questions

Your project “Narrative” should address *all narrative questions in the section below*. You will upload your Narrative as a MS Word or PDF file into the online application system. The Narrative shall not to exceed five (5) pages of text, excluding photos or materials such as Letter(s) of Commitment or required technical information.

This section also includes a description of the required technical information based on your project category/type (Table 1). These items can be combined with the “Narrative” file or may be uploaded as additional file attachments in the online application system; the online application system allows for a maximum of four additional file attachments.

PROJECT NARRATIVE QUESTIONS:

1. Project Category: Identify the Category to which you are applying (**Applicable to All Categories**)
 - a) Category 1: Watershed planning (within City of Annapolis only)
 - b) Category 2: Small-scale restoration project
 - c) Category 3: Large-scale restoration projects

2. Project Summary: Describe what your project will accomplish (**Applicable to All Categories**)
 - a) If seeking watershed planning funds (City of Annapolis only), summarize the project overall, the objectives, and the associated steps.
 - b) If seeking implementation funds, describe what practice(s) has/have been designed and what practice(s) will be constructed to achieve the specific objectives of the project.
 - c) If seeking design funds (City of Annapolis only), describe what practice(s) will be designed, the associated steps, and the specific objectives of the project.

3. Project Background: Describe the project background (**Applicable to All Categories**)
 - a) Why is this project needed?
 - b) How was the project identified and what was the impetus?

4. Watershed Planning Context (**Applicable to All Categories**)
 - a) Is your project identified within the local Watershed Implementation Plan (WIP) or a local watershed plan? (Yes or No)
 - b) If so, identify and explain your project in the context of the plan.
 - c) If not, explain the project in the context of a subwatershed approach following a local or community-based watershed action plan.

5. Maintenance and Long-Term Project Protection (**Applicable to Restoration Projects - Category 2 or 3**)
 - a) **A Maintenance Plan for short-term (first growing season) and long-term (three years+) maintenance is required.** The County or the City will provide structural maintenance for long-term project protection (except living shorelines as noted below).
 - i. Describe what aesthetic maintenance activities that you, the landowner, or other parties will take to support short-and long-term maintenance of your project for each season (e.g., pruning, weeding, replacing plants, mowing, etc.) for the project. A maintenance template is available at <https://cbtrust.org/wp-content/uploads/Annual-Landscape-Maintenance-Plan.docx>.
 - ii. If applicable, include a description of how the landowner will complete long-term maintenance of the living shoreline project upon completion, in accordance with Maryland Department of the Environment and Chesapeake Bay Program (CBP) BMP Verification protocols. [https://www.chesapeakebay.net/documents/MD_Verification_Protocols_Master_Doc_\(2\).pdf](https://www.chesapeakebay.net/documents/MD_Verification_Protocols_Master_Doc_(2).pdf)
 - b) **Long-term protection of the project is required** for this award program.
 - i. Attest to your willingness (or the willingness of the landowner, in cases in which the applicant is not the landowner) to execute either a Memorandum of Understanding (MOU) with Anne Arundel

County or a Maintenance Agreement with City of Annapolis. Ultimately, this MOU or Maintenance Agreement will describe responsibilities for long-term protection of the project, to allow the County or City to access and inspect your project, and to claim any water quality, resource improvement, and/or credits resulting from the project.

- ii. A signed Letter of Commitment must be included in your application from any landowner(s) on whose property the project is proposed (except in cases in which the applicant is the landowner) OR who will have to allow access to site for construction or maintenance purposes.
- c) If your project is a living shoreline, attest to your willingness to execute a MOU or Maintenance Agreement, including a private maintenance agreement, providing long-term protection of the project and a commitment of the landowner to provide full structural and routine maintenance.

6. Qualifications and Experience (**Applicable to all Categories**)

- a) Describe your organization's or project team's experience in completing similar projects.
- b) Provide past project examples completed in the last five years and include the project name, location, short description of the project, and photos for each project. Project references may be provided but are not required.

7. Contractor(s) (**Applicable to all Categories**)

- a) If hiring a contractor, applicants are encouraged (but not required) to have either already obtained three cost estimates or quotes prior to completing the application.
- b) Has/will a contractor be hired and has a contractor been selected? (Yes or No)?
 - i. If you answered "Yes" that a contractor has or will be hired, describe your contractor selection process, including justification and background of the selected contractor. If using a bid process, describe the process.
 - ii. If you answered "No" describe how you will attain the contractor services.

8. Community Engagement and Context (**Applicable to all Categories**)

- a) 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?
- b) Do you have an outreach plan or communication plan for this project? Outreach programming associated with your proposed project is not required but encouraged.
- c) For restoration implementation/construction projects, interpretive signage is required after project completion. If you are applying for a restoration project, is signage included at the site?

9. Demographics (**Applicable to all Categories**)

- a) In light of the Trust's commitment to the advancement of diversity in its grant-making, provide demographic information about the community or population involved in or served by the project. The Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies than the applicant, where needed, within the targeted demographic(s). Cultural competence involves understanding and appropriately responding to the unique combination of cultural variables which entails the integrated patterns of human behavior such as language, thoughts, actions, customs, beliefs and institutions of racial, ethnic, social, or religious groups that the community or population bring to interactions.
- b) 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, 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).

10. **Permit Status (Applicable to Restoration Projects - Category 2 or 3)**

- a) Describe what permits will be required and where the project is in the permitting process/timeline.
- b) List the county, state, and/or federal agencies with which you have been in contact with about your project.

11. **Sustainability:** The Trust aims to invest in projects that have the longest potential longevity, after the award 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.

(Applicable to all Categories)

- a) 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 that its long-term value is maximized?
- b) How will addressing climate change impacts be incorporated into the project assessment, plan, or design? For climate resources such as mapping your project area with future water levels, see the Additional Resources section of this RFP (Appendix B).
- c) 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. **Technical Information Applicable to Category 1 Watershed Planning Projects.** *If you are submitting a Restoration Project (Category 2 or 3), enter “not applicable” for your response to 12 and proceed to the next question.*

- a) Project location: describe location, land ownership, and include a watershed map.
- b) Existing Data: What existing conditions reports, studies, or documents are available that you will use to inform your project?
- c) Methods: Describe how you will accomplish the project.
- d) Community Engagement and Value: Describe how you will share your project with the public to engage and educate them on the value/benefits of the project. Explain your plan to use messages.
- e) Deliverables: Explain what the final deliverable will be and all the products it will include. For example, if your project will identify future restoration and protection actions, then this deliverable will be described here and included in the final report.

13. **Technical Information Applicable to Categories 2 and 3 Restoration Projects.** *If you are submitting a Category 1 Watershed Planning Project, enter “not applicable” for your response to 13. Use Table 1 below to determine what technical information is required for your project. Some items will be provided with the application and some items you will detail here why they are missing and how they will be compiled, if awarded.*

Table 1. Checklist of Technical Information Needed for Restoration Projects (Category 2 and 3).

Items listed are noted in the table as either required or preferred at the time of application. All items identified as “preferred” but not submitted in the application will be required after the award is made as a contingency of the award. For items applicable to your project that are not submitted with the application, tell us why you are unable to provide this information now and/or your plan to provide this information later.

Category	Description	Restoration Project Categories	
		2	3
BMP Worksheet from Pre-Application Site Visit	Completed BMP Worksheet, documenting the required Pre-Application Site Visit and project details known/discussed at that time (required); a blank worksheet is available in Appendix A	✓	✓

Table 1. Checklist of Technical Information Needed for Restoration Projects (Category 2 and 3).

Items listed are noted in the table as either required or preferred at the time of application. All items identified as “preferred” but not submitted in the application will be required after the award is made as a contingency of the award. For items applicable to your project that are not submitted with the application, tell us why you are unable to provide this information now and/or your plan to provide this information later.

Category	Description	Restoration Project Categories	
		2	3
Photos	Site photos (required)	✓	✓
Project Location and Current Site Conditions	Address (required)	✓	✓
	Project boundary, drainage area and size, percent impervious cover (preferred)	✓	✓
	Two-foot topographic data, available here: http://gis-world3.aacounty.org/HTML5Viewer/index.html?viewer=WPRP (preferred)	✓	✓
	Field survey of topography for existing conditions, if completed during the design phase (preferred)		✓
	Mapped utilities and roads, including water/sewer/electric/gas/etc. (preferred)		✓
	Map of the soil survey and field confirmation of soil drainage class (preferred) –the National Resource Conservation Service (NRCS) web soil survey is a free mapping site: https://websoilsurvey.nrcs.usda.gov/app/HomePage.htm	✓	✓
Your Restoration Project Details	Map showing BMP location(s) and type(s) (required)	✓	✓
	Map showing existing tree canopy and trees proposed for removal (preferred)		✓
	Map showing existing wetland area potentially affected by project (preferred)		✓
	Concept Plan (required if full plans not submitted in the application)	✓	✓
	Plans that show proposed grade changes, drainage structures, rock placement, construction access, stockpiles, etc. and as applicable (preferred)		✓
	Proposed grades and earthwork volume (if existing soil will be excavated or if soil will be added, etc.) (preferred)		✓
	Proposed surface water intake (where runoff enters your project area) and project outfall (where water will exit your project area) (preferred)		✓
	Plan-View and Cross-sections that show elevations as applicable and size of all BMPs proposed (preferred); indicate if these data are not submitted and if additional design funds are being requested/needed to complete these items: Design plans for <u>stream restoration projects</u> must also include: <ul style="list-style-type: none"> Bank Assessment for Non-point source Consequences of Sediment (BANCS) Analysis for perennial, intermittent, and ephemeral streams Design plans for <u>living shoreline projects</u> must include (required): <ul style="list-style-type: none"> Shoreline orientation and fetch Water depths 10-, 30-, and 50-feet channel-ward from existing shoreline. Details about the presence and location or absence of existing natural resources (e.g., submerged aquatic vegetation, oyster reefs, etc.). Calculations of rates of erosion, including a printout of current rates of erosion at the project site using Maryland’s Coastal Atlas: https://gisapps.dnr.state.md.us/coastalatlus/WAB2/ Justification of proposed bank grading and details of high/low marsh zones. For <u>living shorelines</u> : Ecological benefits of living shoreline projects will be weighted equally with pollutant load reductions for other restoration projects. Therefore, applicants are encouraged to use practices that provide a diversity of subaquatic and terrestrial habitats and allow easy access to marsh zones by aquatic organisms.		✓

Table 1. Checklist of Technical Information Needed for Restoration Projects (Category 2 and 3).

Items listed are noted in the table as either required or preferred at the time of application. All items identified as “preferred” but not submitted in the application will be required after the award is made as a contingency of the award. For items applicable to your project that are not submitted with the application, tell us why you are unable to provide this information now and/or your plan to provide this information later.

Category	Description	Restoration Project Categories	
		2	3
Restoration Credit Calculations and Pollutant Removals	<ul style="list-style-type: none"> Describe BMP type, drainage area, and percent impervious cover treated (required). Use the new BMP Credit Calculator for both City and County projects located here to estimate pollutant load reductions (preferred): https://www.aacounty.org/departments/public-works/wprp/bmp-credit-calculator/index.html 	✓	✓
	Complete the Water Quality Volume calculations for the proposed restoration (including for each BMP, as applicable), rainfall treated (inches) by each BMP, and amount in pounds of nitrogen, phosphorus, and sediment reduced annually (preferred).		✓
Planting Plans	<p>Planting plan that shows the location of and list the native plants proposed (required):</p> <ul style="list-style-type: none"> Use the Trust’s Native Plant Guide for plant species selection and spacing https://cbtrust.org/wp-content/uploads/External_Final-Trust-Draft-Plant-Species-Selection-Guide-Oct2021.pdf Funding is restricted to native species only; the Trust typically funds native perennial plants at \$6 to \$8 each and trees and shrubs at \$25 to \$35 each. If requests differ from those amounts, justify in your application. 		✓
Permits Needed for Your Project	<ul style="list-style-type: none"> As, applicable, include any permit applications and/or approvals if you have applied for by the time of proposal submission (preferred). The Anne Arundel County Bureau of Watershed Protection and Restoration (BWPR) has created a process for voluntary water quality projects (i.e., these grant awards) that has reduced local project permitting fees and is available online here as a fillable pdf file/form https://www.aacounty.org/departments/inspections-and-permits/permit-center/forms-and-publications. For additional permit information see the Eligible Project Locations and Types section above and/or contact the Trust. <p>For your quick reference and to help plan your project permits the following permits are required: City of Annapolis</p> <ul style="list-style-type: none"> A Standard Erosion and Sediment Control Form: https://www.annapolis.gov/DocumentCenter/View/887/Standard-Erosion-and-Sediment-Control-Plan-Application-PDF OR A Grading Permit (only on a waterfront lot disturbing > 2000 square feet): https://www.annapolis.gov/DocumentCenter/View/3329/Grading-Permit-Application-PDF AND If your project is in the City ROW such as a public street/alley/sidewalk, a Right-of-Way (ROW) Permit available at: https://www.annapolis.gov/1620/Right-of-Way-Permits 		✓

Table 1. Checklist of Technical Information Needed for Restoration Projects (Category 2 and 3).

Items listed are noted in the table as either required or preferred at the time of application. All items identified as “preferred” but not submitted in the application will be required after the award is made as a contingency of the award. For items applicable to your project that are not submitted with the application, tell us why you are unable to provide this information now and/or your plan to provide this information later.

Category	Description	Restoration Project Categories	
		2	3
	<p>For all projects outside the City of Annapolis limits (in the County):</p> <ul style="list-style-type: none"> • Small-scale restoration projects (Category 2) <ul style="list-style-type: none"> ✓ Anne Arundel County Standard Grading Plan (for excavation and grading): https://www.aacounty.org/departments/inspections-and-permits/forms-and-publications/permit-forms/SGP.pdf ✓ Use this Permit Table for more information for small projects: https://drive.google.com/file/d/13XvbMx75_ictpRyWa2xfn6SElOm4gvJT/view • Large-scale restoration projects (Category 3): <ul style="list-style-type: none"> ✓ Full Grading Permit (for excavation and grading): https://www.aacounty.org/departments/inspections-and-permits/permit-center/IP_Permits/grading-permit AND/OR ✓ Building Permit (for any repairs involving structural replacement): https://www.aacounty.org/departments/inspections-and-permits/permit-center/IP_Permits/Building-Permit AND/OR ✓ Permit Modification Form (if working in a stream/wetland/floodplain): https://www.aacounty.org/departments/planning-and-zoning/development/forms-and-publications/modification-procedures-requirements.pdf ✓ Additional <u>State or Federal Permits</u> may be required: https://mde.maryland.gov/programs/water/wetlandsandwaterways/permitsandapplications/pages/nontidal_permits.aspx for nontidal a projects and https://mde.maryland.gov/programs/water/wetlandsandwaterways/permitsandapplications/pages/tidal_permits.aspx for tidal projects 		
Additional Reports to Support Your Project	<p>Previously completed reports for your projects may be included (but are not required) such as:</p> <ul style="list-style-type: none"> • Design Report • Hydraulic and Hydrology (H&H) Reports • Natural Resource Inventory • Geotechnical Report • Cost Estimate 		✓

Budget Instructions

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 can be found by visiting <https://cbtrust.org/forms-policies/> where you can also watch a video with instructions on how to complete the FMS.

Financial Management Spreadsheet – Application Budget Information

This online application component will ask you to enter budget category and request totals. These totals will be automatically calculated in the FMS Application Budget, so you will only need to copy and paste the values from the FMS to the Online Application.

Additional Budget Justification

This online application component will ask you to provide a descriptive budget narrative to justify and explain costs. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.

Budget Guidance

Non-construction: For restoration implementation/construction projects, requests for non-construction expenses such as costs for soil borings, surveys, designs, permit fees, and the associated project management, consultant costs, administrative costs, and travel costs (e.g., project development) will be considered if justified to complete the work. However, **interpretive signage is required for restoration implementation/construction projects**. Interpretive signage examples can be provided; if awarded, draft signage must be submitted for review prior to printing. Restoration project requests for non-construction costs must be accompanied by clear/compelling justification.

Planning and Designs: For projects located in the County (outside of the City of Annapolis), design funding will be considered and your application must include a concept design plan that: 1) clearly demonstrates the ability to treat the proposed amount of stormwater entering the BMP(s) and 2) be able to secure permits and complete the project within two years of the award. The design request should be a small portion of total cost (< 10%) in Anne Arundel County (outside of Annapolis). If your project is located in the City of Annapolis, both planning and design funding may be requested both separate from or combined with a restoration project.

Permits and As-Builts: For restoration implementation/construction projects, the budget must include costs for obtaining all required permits and to complete project as-built drawings. Contact the Final designs resulting in a reduced level of treatment may result in a reduced award. Trust for voluntary restoration project permit fees, which are allowed as an expense in this program.

Match: Matching/leveraged resources are not required but are viewed favorably. 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 your budget. Any resources invested in the project already during the design and permitting phases, including awards previously received, can be counted as match.

Personnel & Other: For any personnel requests, list the percentage of overall staff time devoted to the project by each staff member in the budget item column. Proposals that do not include full justification for personnel costs may not be fully funded. Applicants may request funds for indirect costs, which must be listed separately (not combined with salary) and must be less than 10% of the direct costs.

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, go to <https://cbtrust.org/grants/anne-arundel-county-watershed-restoration/> and click on “Get Started” to begin a new application. This will open a new window asking you to log in or create an account in our online system. 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). If you have not used our online system before, click on “New Applicant” and follow the instructions.

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 pm EST on March 17, 2022**. Late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 pm.

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). In addition, all final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

Watch our video on how to apply for and submit an application using our online system at <https://cbtrust.org/grants/>.

Online Application Form

You will be asked to provide the following information in the online application form, located here: https://www.GrantRequest.com/SID_1520?SA=SNA&FID=35084 Some items are required in order to submit.

- Eligibility Quiz: This three-question quiz is meant to assist you in determining if your project meets the requirements of this award program and that your staff/organizational structure best supports a successful application.
- Applicant Information Tab:
 - Provide the organization’s name, mailing address, phone number, organization type, mission, EIN number, and DUNS number.
 - Provide the Executive Officer and Project Leader’s name, title, address, phone, and email address.
 - Both an Executive Officer and a Project Leader, two separate individuals, must be identified for all applications.
 - The Executive Officer and Project Leader must both 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 Executive Officer is the individual that oversees the organization (e.g., Executive Director, Chief Executive Officer, Mayor, President or Vice President, Principal (for schools), etc.) and has the authority to sign/execute award agreements on behalf of the organization. The Executive Officer information is tied directly to all the organization’s applications and should not vary from application to application. If the Executive Officer could be listed as the Project Leader in a future proposal, we recommend listing a Board Member or other higher-ranking position of the organization as the Executive Officer in order to reduce the variation in the Executive Officer across applications.
 - 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 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.
- Project Information Tab: Provide a project title; project abstract; project type (category 1, 2, or 3); the watershed, county, and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.
- Timeline Tab: Add the project start and end date. Provide a project timeline that includes major tasks and their associated start and end dates.
- Deliverables Tab: Provide estimated metrics for your proposed project such as project participants and outreach and restoration outcomes.
- Volunteers Tab: Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.
- Project Partnerships:
 - Provide a list of project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.
 - 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 the 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: www.cbtrust.org/forms.
- Narrative & Supporting Documents Tab:
 - Upload a Microsoft Word or PDF file that contains your responses to the "Project Narrative" that is found in the Narrative Questions section of this RFP.
 - Upload additional documents, including those required for your restoration project, as detailed in Table 1 "Checklist of Technical Information Needed for Restoration Projects."
- Budget Tab:
 - Upload your application budget, provide budget category and request totals, and provide additional budget justification. Use the Trust's Financial Management Spreadsheet and fill out the "Application Budget" worksheet. Refer to the Budget Instructions of this RFP.
- Terms and Conditions Tab: Agree to the specified terms and conditions for the program for which you are applying.



Appendix A: Best Management Practices (BMP) Worksheet

A required Pre-Application Site Visit with the Trust and the County/City must be held prior to applying. It is strongly recommended that the project applicant organization, landowner, project designer, and any other relevant project partners attend the meeting and complete the meeting by February 28, 2022. This worksheet should be filled out for the required Pre-Application Site Visit and submitted with your application.

1. What type(s) of project(s) are you planning?

Bioretention Cell/Rain Gardens	
Stormwater Wetland	
Stream Restoration	
Step Pool Conveyance System (SPSC)	
Living Shoreline	
Green Roof	
Other (detail in #2)	

2. If *Other* (in #1), provide additional detail:

3. What category of project(s) are you planning?

Category 2: small restoration projects with a disturbance footprint of less than 5,000 square feet or less than 100 cubic yards of soil	
Category 3: large restoration projects with a disturbance footprint greater than 5,000 square feet or more than 100 cubic yards of soil	

4. Have you read the RFP, including Table 1?

CHECK: Yes ___ No ___

5. Could the project be designed to be implemented in distinct phases?

CHECK: Yes ___ No ___

6. Who owns the land on which the project will be located?

7. Is the landowner(s) willing to sign a Memorandum of Understanding (MOU) with the County or a Maintenance Agreement with the City?

CHECK: Yes ___ No ___

8. How complete are your design plans?

30% complete	
60% complete	
90% complete	
100% complete	
Other or NA (describe below):	

9. Have you met with any County or City entities regarding permitting?

CHECK: Yes ___ No ___ If YES, describe below:

10. Provide additional detail regarding permit status and a list of required permits applicable to your project:

11. List relevant or potential partnerships for this project:

12. A completed drainage area data table **for each** Best Management Practice (BMP) will be required. Populate the table below (and if necessary), create additional tables for each BMP.

Type of BMP Proposed:	
Total Drainage Area to BMP (in acres):	
Impervious Area draining to BMP (in acres):	
As applicable, record Field Notes for BMPs here:	

Appendix B: Additional Resources

These resources can support your project's application:

- **The Trust's Additional Resources Page**, specifically the "Restoration," "Living Shoreline," and "Maintenance" categories: <https://cbtrust.org/additional-resources/>
- **The Chesapeake Bay Trust Native Plant Species Selection Guide**: https://cbtrust.org/wp-content/uploads/External_Final-Trust-Draft-Plant-Species-Selection-Guide-Oct2021.pdf
- **Water Resources Registry** (site details (e.g., topographic lines, land uses, and soils)): <https://watershedresourcesregistry.org/states/maryland.html>
- **NRCS Web Soil Survey**: <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
- **2018 Sea Level Rise Projections for Maryland**: <https://www.umces.edu/sea-level-rise-projections>
- **NOAA Sea Level Rise Viewer**: <https://coast.noaa.gov/digitalcoast/tools/slr.html>
- **Climate Impacts to Restoration Practices** (supported through the [Pooled Monitoring Program](#)): https://cbtrust.org/wp-content/uploads/Grant16928-Deliverable11-FinalProjectReport_120820.pdf
- **Piloting the Development of Probabilistic Intensity Duration Frequency (IDF) Curves for the Chesapeake Bay Watershed** (supported through the [US EPA Goal Implementation Team program](#)): <https://www.rand.org/pubs/tools/TLA1365-1.html>)
- When addressing future impacts to tidal waters, applicants are encouraged to utilize the **2018 Sea Level Rise Projections for Maryland**, located here: <https://www.umces.edu/sea-level-rise-projections>
- **Watershed Stewards Academy Rainscaping Manual**: <http://aawsa.org/wsa-rainscaping-manual-2>
- For Category 2 Projects, this [Permit Table](#) has information about permit requirements.
- Anne Arundel County Stormwater Management Design Guidance: <http://www.aacounty.org/departments/public-works/wprp/watershed-resources/AACO%20DPW%20Design%20Manual%20Chapter%2006.pdf>
- The Trust highly recommends applicants interested in stream restoration practices review and be familiar with the most recent science to make informed decisions on site selection and technique. Research gathered through the Pooled Monitoring Initiative's Restoration Research Program (<https://cbtrust.org/grants/restoration-research/>) focused on stream restoration has been shared on the Trust's website (found under the "Additional Information," "Awarded Projects/Final Projects" tab). Applicants may find final products from the following projects of relevance:
 - Evaluating the Effectiveness and Sustainability of Novel Stream Restoration Designs for Coastal Plain Streams in Maryland: Integrating Existing and New Data from Stream Restoration Monitoring, University of Maryland Center for Environmental Science, Dr. Solange Filoso;
 - Tree Trade-Offs in Stream Restoration Projects: Impact on Riparian Groundwater Quality, University of Maryland College Park, Dr. Sujay Kaushal;
 - Quantifying the ecological uplift and effectiveness of differing stream restoration approaches in Maryland, University of Maryland Center for Environmental Science, Dr. Robert Hilderbrand; and/or
 - Determining realistic expectations for ecological uplift in urban stream restorations, University of Maryland Center for Environmental Science, Dr. Robert Hilderbrand.