Anne Arundel County Watershed Restoration Grant Program

FY24 Request for Proposals

Chesapeake Bay Trust | 108 Severn Avenue, Annapolis, MD 21403

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Introduction and Program Goals

The [Chesapeake Bay Trust](#) (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 $160 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

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), and the City of Annapolis (Watershed Restoration Fund).

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.

The Trust recognizes that application processes can be complicated and time-consuming; the Trust continues to work to simplify our application processes where possible. New applicants, new organizations, small organizations, or any group that is experiencing capacity challenges or other barriers to applying, is eligible to receive guidance on the application process. Please contact the Program Officer, Megan Diehl at 410-974-2941 ext. 139, mdiehl@cbtrust.org, for assistance.

Applicants are strongly encouraged to contact Trust staff to discuss applications *at least* two weeks prior to the deadline. The Trust cannot guarantee availability of site visits or project development assistance within two weeks of the deadline.

At A Glance

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.

Deadline: March 11, 2024, at 4:00 PM EST

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

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

Megan Diehl, 410-974-2941 ext. 139,
mdiehl@cbtrust.org

Megan Andreasen, 410-974-2941 ext. 133
mandreasen@cbtrust.org

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Eligible Applicants

Applications must include at least one partner that represents a stakeholder group based in Anne Arundel County. ***With the exception of homeowners or community associations located in the City of Annapolis, 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 in Anne Arundel County

Eligible Project Locations, Funding Availability, and Timeline

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://annearundelmd.maps.arcgis.com/apps/webappviewer/index.html?id=e7e7fb6733e448a8809938140bed9e18) and
   - City of Annapolis' Stormwater Management Inventory and Watershed Improvement Plan (https://www.annapolis.gov/DocumentCenter/View/983/Watershed-Improvement-Plan-Final-PDF)

Funding Availability: The funding partners anticipate:

- $374,618.00 available for awards in the City of Annapolis.
- $983,860.00 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 completion period will be reviewed and considered on a case-by-case basis.

Eligible Project Types

Applicants can request funds in the following project tracks:

- **Watershed planning projects (Track 1)**

- **Maintenance projects (Track 2, up to $50,000)**

- **Small-scale restoration projects (Track 3)**

- **Large-scale restoration projects (Track 4)**

The Trust requires that all applicants conduct a site meeting with the Trust before March 1, 2024 and prior to application submission. Eligible projects are separated into <u>four tracks</u> below based on the size and type of work proposed and if the project is a restoration (implementation/construction) effort or a planning effort:

<u>Property type/ownership</u>: 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.

Watershed planning projects (Track 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. Track 1 project final products will include planning documents useful for future design and implementation of restoration projects in this grant program.

Maintenance projects (Track 2) are eligible only in the City of Annapolis. Funds may be requested to adaptively manage and/or maintain previously completed stormwater best management practices (BMPs) in the priority community Annapolis Gardens. These projects will increase the long-term functionality of existing BMPS, educate and engage with individuals on the importance of year-round maintenance, and develop resources to share with the priority communities. Regular maintenance of BMPs optimizes their performance, protecting local streams and the Chesapeake Bay by further reducing runoff.

Track 2 is new this year! The City of Annapolis requests applications from non-profit organizations that will focus on delivering a combination of maintenance and outreach activities. This track will focus on the maintenance of existing small BMPs such as rain gardens, bioretention cells, dry wells, etc. that are not properly functioning. Examples of maintenance tasks prioritized in this track include plant replacement, debris removal, berm repair, dry well clean out, etc. Awarded organizations will be expected to improve the functionality of up to 45 BMPs. Awarded organizations will explore a cost-share model, assessing how to identify appropriate match funding for the priority communities. Outreach components of this project track could include developing maintenance plans/schedules, workshops, or other maintenance materials that support a community's success to perform long-term maintenance.

If you are interested in this new track, please review the Maintenance Track FAQs (https://cbtrust.org/wp-content/uploads/Track-2-City-of-Annapolis-Maintenance-Projects-FAQs_1.24.24.pdf) and reach out to the Trust.

Small-scale restoration projects (Track 3) including but not limited to bioretention cells, bioswales, rain gardens, or other stormwater BMPs. Track 3 projects have a disturbance footprint of less than 5,000 square feet or less than 100 cubic yards of earth disturbed.

Large-scale restoration projects (Track 4) 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:

  o 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/permitted/sealed 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

  o 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. Homeowners are responsible for routine maintenance. The County or the City will provide structural maintenance as long as routine maintenance is performed. Projects must demonstrate that they are allowed by landowners who will agree to maintain the site and execute the protection agreement as follows:

    o 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).

    o 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 on our program landing page here: https://cbtrust.org/grants/anne-arundel-county-watershed-restoration/

        ✓ A signed and executed MOU or Maintenance Agreement will be required should your project be awarded.

    o 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/ routine 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-

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term protection of the project and a commitment of the landowner to provide full structural and routine maintenance.

- o 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

- 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 Track.

- 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 eligibility: 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 for determining if any regulatory requirements or conditions exist prior to applying.

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/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 on 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 on March 11, 2024.** Late applications <u>will not</u> 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.

Deadline

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on March 11, 2024**. 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 the availability of technical assistance for our online system on the deadline date.

Narrative Questions

You will be asked to upload an MS Word or PDF file (7-page limit, excluding material such as letters of commitment and conceptual sketches) addressing the narrative questions, and to include relevant information as described in the Eligible Project Types section of this RFP. Please address all questions and <u>ensure your answers describe how the criteria in the "Evaluation Criteria" section will be met.</u> Use the link below to download the *required* narrative questions template for your Project Track. Complete all questions and upload the completed document as a Microsoft Word or PDF file.

Narrative Questions: For tracks 1, 3, & 4:
https://cbtrust.org/wp-content/uploads/AA-CO-PROJECT-NARRATIVE-QUESTIONS.docx

Narrative Questions: For track 2:
https://cbtrust.org/wp-content/uploads/AA-CO-PROJECT-NARRATIVE-QUESTIONS-Track-2-Maintenance.docx

Evaluation Criteria

The following criteria will be used by technical expert reviewers to evaluate your proposal:

Justification/Project Need (Scale of 1-15): All projects (Tracks 1, 2, 3, and 4)

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

Audience Need (Scale of 1-5): All projects (Tracks 1, 2, 3, and 4)

- Based on applicant provided information, is the audience being engaged in the project identified as historically under-engaged or under-served through indicators such as, but not limited to, communities that were at any point historically redlined or graded as "hazardous" by the Home Owners' loan corporation, socioeconomic status (communities in which median household income is equal to or less than 75% of state-wide median household income or have high poverty and

unemployment rates, https://www.census.gov), or other relevant characteristics as identified in the MD EJScreen Tool (https://p1.cgis.umd.edu/mdejscreen/)?

<u>Likelihood of Project Success/Environmental Outcomes (Scale of 1-30): Projects (Tracks 1, 3, and 4)</u>

- Water quality benefit for construction/implementation projects: Is the project cost-effective as measured in cost ($) per impervious acre treated and cost ($) per pound of pollutants removed annually and for living shoreline projects, cost ($) compared to 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?

<u>Demonstration Value (Scale of 1-10): Projects (Tracks 1, 2, 3, and 4)</u>

- 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?

<u>Long-Term Sustainability (Scale of 1-15): Restoration implementation projects (Tracks 2, 3, and 4)</u>

- 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?

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- Have landowner permissions been confirmed submitting a Letter of Commitment 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 (Tracks 1, 2, 3, and 4)

- 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?
- Is match provided? In-kind and/or cash match is not required but will be viewed favorably

Application Review Process

Each application is reviewed by a 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 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 grant program is 61%, including both fully and partially funded applications.

Awards and Notifications

The FY24 Anne Arundel County Watershed Restoration Grant Program awards will be announced June 2024.

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, final report, or other requirement 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. <u>Organizations with outstanding final, progress, or status reports will not be awarded additional grants</u>.

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.

Eligible Budget Items:
- <u>Staff time and costs</u>: Staff that directly support project-related tasks are eligible with a detailed description of the deliverables, scope of work, and hours spent per project task by a proposed staff person(s) and/or consultant.
- <u>Consultant (contractor) costs</u>: Invoices for subcontractors/contractors to complete the project; if contractual costs requested are greater than $10,000 and less than $250,000, applicants must provide a description of the procurement method by which contractual services were/will be obtained (See Appendix E for more information on contractual services).
- <u>Permitting costs</u>: Costs related to submitting permits for project designs.
- Other costs associated with developing a project design, watershed plan, or program, with justification.

Financial Management Spreadsheet – Application Budget Information: This online application component will ask you to enter the 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. If providing matching funds, include in-kind and/or cash match in the budget. The "Applications Budget Instructions" tab in the FMS includes details for how to record and matching funds in your budget.

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 (i.e., matching funds from another source), make this clear in your budget justification section.

Online Application Form

You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. Refer to the online application for details.

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 SAM UEI 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.

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- 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; 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 answers to the narrative questions found in the Narrative Questions section of this RFP. Upload additional supporting documents, if needed/required.

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.

Demographics Tab (optional): Provide voluntary demographic information. Provide information about your organization's current diversity, equity, inclusion, and justice (DEIJ) efforts and future goals.

_____

Definitions

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 Executive Officer across applications.

The Program Leader is the individual 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.

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 March1, 2024. 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 Track of project(s) are you planning?

Track 3: small restoration projects with a disturbance footprint of less than 5,000 square feet or less than 100 cubic yards of soil	
Track 4: 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) <u>will be required</u>. 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/
- **MD EJScreen** Tool: https://p1.cgis.umd.edu/mdejscreen/
- The "**BMP Credit Calculator**" located here: https://www.aacounty.org/departments/public-works/wprp/bmp-credit-calculator/index.html
- The "**Restoration Estimator Tool**," which can be used to compare general estimates for crediting potential between sites by clicking stream segments, and is located here: https://www.aacounty.org/departments/public-works/wprp/restoration-estimator/index.html
- **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 Track 4 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
- Anne Arundel County BMP Credit Calculations Checklist: https://cbtrust.org/wp-content/uploads/Anne-Arundel-County-BMP-Credit-Calculations-Checklist.docx
- 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 focused on stream restoration has been shared on the Trust's website (https://cbtrust.org/grants/restoration-research/ - found under the "Additional Information", "Awarded Projects and Final Products" tab). Particularly, 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
- Determining realistic expectations for ecological uplift in urban stream restorations, University of Maryland Center for Environmental Science, Dr. Robert Hilderbrand

- Evaluating the Performance of Regenerative Stormwater Conveyances in Urban Versus Rural Watersheds, Smithsonian Institution, Dr. Thomas Jordan
- Improving Success of Stream Restoration Practices – Revised and Expanded, Virginia Polytechnic Institute and State University, Dr. Theresa Thompson
- Determining the effects of legacy sediment removal and floodplain reconnection on ecosystem function and nutrient export, Towson University, Dr. Vanessa Beauchamp
- Quantifying the cumulative effects of stream restoration and environmental site design on nitrate loads in nested urban watersheds using a high-frequency sensor network, University of Maryland Baltimore County, Dr. Claire Welty
- Climate Impacts to Restoration Practices, Tetra Tech, Inc., Dr. Jon Butcher
- Impacts of Regenerative Stormwater Conveyance on Iron in Restored Streams and Potential Effects on Aquatic Organisms, EA Engineering, Science, and Technology, Inc., PBC, Dr. Jamie Suski
- Evaluating impacts of freshwater salinization on mobilization of nutrients and metals from stormwater best management practices, University of Maryland College Park, Dr. Sujay Kaushal
- Literature Review on Techniques to Reduce Salt Loading to Streams, Center for Watershed Protection, Carol Wong.
- Vertebrate Community Response to Regenerative Stream Conveyance (RSC) Restoration as a Resource Trade-Off, Tetra Tech, Inc., Mark Southerland
- An Evaluation of Forest Impacts as Compared to Benefits Associated with Stream Restoration, Versar, Inc.
- Reliability of Two-Dimensional Hydrodynamic Models for Assessing Susceptibility of Stream Restorations to Flood Damage and Potential Effects of Climate Change, University of Louisville Research Foundation, Inc., Dr. Arthur Parola.