



# 2020 Chesapeake Bay Trust - Anne Arundel County Watershed Restoration Grant Program Application Package



[www.chesapeakebaytrust.org](http://www.chesapeakebaytrust.org) / 410-974-2941

## AT A GLANCE

The Watershed Restoration Grant Program encourages on-the-ground restoration activities that reduce storm flow and pollutants and engage Anne Arundel County residents in the restoration and protection of the local rivers and streams of Anne Arundel County.

**In this Application Package:**

Program Overview, Project Types Requested, and Application Instructions

**Appendix A:** Pre-Application Best Management Project Worksheet

**Appendix B:** Watershed Restoration Project Guidelines by Category

**Deadline:**

**Pre-Application Site Visit:**

Schedule by Tuesday, December 31, 2019 and hold by Friday, February 14, 2020

**Application:**

Thursday, March 12, 2020, at 4pm

**Grant Requests of:**

\$20,000 to \$300,000

**Implementation Project Location:**

Anne Arundel County, Maryland, excluding the City of Annapolis

**Submit Your Application by following instructions at:**

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

**Help is available!** Contact Sarah Koser at [skoser@cbtrust.org](mailto:skoser@cbtrust.org)

## Introduction

The Anne Arundel County Government and the Chesapeake Bay Trust (the Trust) announce a grant program to support watershed restoration projects and programs throughout Anne Arundel County. 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 Watershed Implementation Plan (WIP), which require reductions in storm flow volume and pollutants entering the County's waterways. Projects must be implemented in Anne Arundel County, Maryland, and applications must include at least one partner that represents a stakeholder group based in the County.

## Goals of the Program

The Anne Arundel County Watershed Restoration Grant Program will fund projects to reduce pollutants through the implementation of watershed restoration practices. Projects must accomplish on-the-ground restoration that treats rainwater runoff from impervious surfaces at a cost-effective price or demonstrates the accomplishment of another metric that will help the County meet local water quality and runoff reduction improvement goals. Applications under this grant program that demonstrate sound design and cost efficiency in meeting this goal will be most competitive. To demonstrate this, applicants will be required to provide sound technical designs and project budgets as outlined in this application package.

## About the Chesapeake Bay Trust

The Trust is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of all of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by the *Treasure the Chesapeake* license plate program, promotes public awareness and participation in the restoration and protection of the natural resources of our region. Since 1985, the Trust has awarded over \$100 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout Maryland and the Chesapeake Bay watershed. The Trust is acting as the administrator for this grant program which is funded entirely through the Anne Arundel County Watershed Protection and Restoration Fund ([www.aarivers.org](http://www.aarivers.org)).

The Trust is committed to the advancement of diversity and inclusion in

its grant-making and environmental work. As a result, the Trust strongly encourages grant applications 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 2015-2020 Strategic Plan at [www.cbtrust.org/strategic-plan](http://www.cbtrust.org/strategic-plan).

## Program Timeline

In order to provide adequate guidance and assistance to potential applicants, consider the following timeline for this grant program:

- **February 14, 2020:** Pre-Application Site Visit and Meeting: A site visit and project team meeting, including a Trust and an Anne Arundel County representative, must be held by February 14, 2020. We strongly recommended that the applicant organization, landowner, designer, and any additional relevant project partners attend the meeting. *We strongly recommended that you contact the Trust to schedule the site visit and meeting by December 31, 2019*, to ensure the site visit and meeting can be accommodated. The applicant will need to have design concept drawings prior to the meeting and will be required to fill out a Pre-Application Best Management Project (BMP) Worksheet (*Appendix A*).
- **March 12, 2020:** Online applications are due to the Trust by 4 pm on Thursday, March 12, 2020.
- **May 20, 2020:** Funding decisions regarding this grant program will be made at the Trust's Board Meeting on Wednesday, May 20, 2020. Applicants to this grant program can contact the Trust on Thursday, May 21, 2020, request information about the funding decisions.

## Eligible Project Types and Locations

Funding partners will support the construction of the following types of watershed restoration implementation projects to achieve reductions of storm flow and pollutants to County waterways:

- Bioretention cells, bioswales, rain gardens, and additional stormwater BMPs;
- Stormwater wetland and marsh creation and enhancement;
- Stream and wetland restoration;
- Regenerative conveyance systems (coastal plain outfalls, step pool storm conveyance, etc.);
- Living shorelines (on community or public property); and
- Green roofs.

Applicants are encouraged to rely on widely-accepted stormwater BMPs. For practices that are not included on the Chesapeake Bay Program (CBP) list of approved practices (a full list is included in Maryland Department of the Environment Guidance document, page 36, included below), background information on the practice, relationship to those approved by the CBP, and a justification of the practice's use must be provided:

- <http://www.mde.state.md.us/programs/Water/StormwaterManagementProgram/Documents/NPDES%20MS4%20Guidance%20August%2018%202014.pdf>

Applicants are encouraged to seek projects in watersheds that are high priorities for restoration. For detailed watershed assessments of Anne Arundel County waterways, click the following link:

- <http://www.aacounty.org/departments/public-works/wprp/watershed-assessment-and-planning/watershed-studies/>

If you have a project idea that is not listed, but that you believe meets the goals of the grant program, contact Trust's Program Officer to discuss your idea before applying.

*At this time, the City of Annapolis manages their stormwater program independently of the County, therefore projects located in the City of Annapolis are not eligible for funding in this program.*

*Funding partners are not able to support 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.*

*The applicant is solely responsible to determine if any regulatory requirements or conditions exist prior to applying for the grant.*

*Projects will not be permitted in road or utility right-of-way areas; inlets and outfalls that cross these right-of-ways are subject to County approval.*

Projects shall be separated into two categories, described in detail in the Project Guidelines by Category document (**Appendix B**). In general, Category 1 projects are small-scale restoration projects that have a disturbance footprint less than 5,000 square feet or disturb less than 100 cubic yards of earth; Category 2 projects are large-scale restoration projects that have a disturbance footprint greater than 5,000 square feet or disturb more than 100 cubic yards of earth. See Appendix B of this application package for guidance specific to each project category.

## Eligible Applicants

Funding partners welcome requests from 501(c) non-profit organizations, such as:

- Local watershed groups
- Community associations
- Service, Youth, and Civic groups
- Faith-based organizations

Non-profit organizations are eligible to propose projects on non-profit property, private property, or public school properties, with assurance that the landowner is in support of the project (assurance to be included in the application).

**Applicants must contact the Trust to arrange a site visit between Trust and funding partner staff before applying for funding.** The Trust's Program Officer is available to review materials, conduct preliminary site visits, explain the application process, and to answer your additional questions.

## Long-Term Maintenance Agreement

Anne Arundel County Department of Public Works (DPW) will require a permanent Memorandum of Understanding (MOU) which will assure long-term protection of the project and assign future maintenance responsibilities upon project completion, excluding living shorelines (see third bullet below)

Assurance of long-term protection of the project must be provided. Anne Arundel County staff will assist with the creation of a document that will allow long-term access to the site for maintenance and to ensure project sustainability. Anne Arundel County will claim any water quality, resource improvements, and/or credits that result from the project.

- If the applicant is awarded funding from this grant program, a MOU between the property owner and County will be required. These documents are not required to be executed before submitting a grant application. However, a letter from the landowner documenting support for the project is required and the letter must also express a willingness to execute the MOU as part of the application package. A sample MOU is located at this link on our website : [https://cbtrust.org/wp-content/uploads/MOU\\_Anne-Arundel-Co-Sample.pdf](https://cbtrust.org/wp-content/uploads/MOU_Anne-Arundel-Co-Sample.pdf)
- Living shoreline project landowners must execute a MOU that includes a private maintenance agreement between the landowners and the County. Such an agreement provides the County assurances of long-term protection and that the project will be maintained, **wholly by the landowner**, in accordance with Maryland Department of the Environment and CBP BMP Verification Protocols. The agreement will also assign any and all water quality, resource improvements, and/or credits that result from the project to the County.

Projects on public property, property owned by nonprofit organizations, community-owned property, and property with conservation easements are preferred. Projects on other private property may be considered if the

landowner is prepared to execute a MOU, as outlined in the bullet above, to guarantee long-term protection of the project.

- If the grantee is not the landowner, the application must include a Letter of Commitment from the landowner that states that they:
  - Agree to the implementation of the project;
  - Will perform all routine maintenance (e.g., mowing, weeding, replanting, mulching, etc.); and
  - Acknowledge and accept the terms of the MOU as described in the first bullet on page 3.

## Evaluation Criteria

All applications will be scored using the following criteria:

- General Quality of Application (Scale of 1to5)
  - What is the level of completeness and attention to detail?
  - Are all required application components included for sound evaluation of the application?
- Consistency with Request for Proposals (RFP) (Scale of 1to10)
  - Is the project proposed consistent with the intent of the project type selected?
    - To demonstrate this, applications must include all technical information listed in Appendix B.
- Justification (Project Need) (Scale of 1to10)
  - Does the applicant justify the need for the project and the practices proposed?
- Likelihood of Project Success/Environmental Outcomes (Scale of 1to 25)
  - Water quality benefit - Cost effectiveness, measured in cost (\$) per impervious acre treated and cost (\$) per pound of nitrogen, pound of phosphorus, and ton of total suspended solids removed per year will be a key component in project evaluation. In general, the most competitive projects will cost less than \$70,000 per impervious acre treated.
    - Applications must provide calculations of nutrient and sediment loads reduced by the project using a nutrient calculator compatible with Maryland Department of the Environment MS4 Permit reporting requirements. In addition, other quantifiable outcomes, such as square feet of bioretention created, number of trees planted, square feet of buffer planted must be provided. Guidance for providing information on these outcomes is on the Maryland Department of the Environment's website:  
<http://www.mde.state.md.us/programs/Water/StormwaterManagementProgram/Documents/NPDES%20MS4%20Guidance%20August%202018%202014.pdf>
    - Applicants are encouraged to submit their estimates to the Trust via email for review in advance of submitting their final application.
  - Other benefits - Proposing projects that provide ecological benefits in addition to water quality benefits is encouraged but not mandatory with the exception of living shoreline projects as noted in Appendix B, Category 2.
  - Likelihood of Project Success - Success should be defined as the accomplishment of outcomes proposed and includes.
    - Permissions - Has the applicant procured landowner permission (if necessary)?
    - Methodologies - Are methodologies and/or designs sound and consistent with best practices?
    - Qualifications - Does the proposed project team have the necessary qualifications to conduct the work? Do they have a past history of successfully completing similar environmental projects? Are partnerships that are required for success included? If your organization does not possess the technical expertise to lead a project, qualified technical experts, agencies, or organizations must be identified as partners or consultants/contractors. Partnerships must be documented in the application by Letters of Commitment from proposed partners that specify level of staff, technical assistance, funding, or other resources to be provided by that partner for the proposed project. Applicants lacking technical expertise are encouraged to bring on an organization or individual to serve as project manager and may use grant funds or matching funds to cover those costs.
- Demonstration Value (Scale of 1to10)
  - Does the project have demonstration value and/or transferability?

- Applications for projects at publicly visible, demonstration-oriented sites must request funds for **interpretive signage**. Anne Arundel County will provide interpretive signage examples and will review proposed signage designs.
- Has any effort been made to connect this project to other watershed stewardship efforts?
  - Connecting projects to other existing, complementary community watershed stewardship efforts, such as school-related projects, outreach projects, and volunteer projects is encouraged.
  - For a list of County projects that your proposed project could complement, see the County's Watershed Protection and Restoration Project map at [https://www.aacounty.org/departments/public-works/wprp/restoration/WPRP\\_Projects](https://www.aacounty.org/departments/public-works/wprp/restoration/WPRP_Projects)
- How can this project be used as a model or pilot for future efforts?
- Long-Term Sustainability (Scale of 1to15)
  - 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?
  - Has the applicant addressed the need for ongoing resources in order to maintain the value of the project?
  - How will the impacts of the work be felt after the award period has ended?
  - Projects should ensure they do not adversely affect public safety, any infrastructure, and/or existing properties.
- Budget (Scale of 1 to25)
  - Does budget reflect actual project costs? (Were multiple bids/estimates obtained?)
    - To demonstrate cost efficiency, applicants are encouraged to solicit estimates or bids from at least three consultants or contractors that can be used to prepare an accurate budget for the proposed project.
  - Are all budget line items justified in the project narrative?
    - Requests for non-construction costs such as costs for soil borings, surveys, designs, permit fees, and the associated project management, consultant costs, administrative costs, and travel costs associated with those non-construction costs (e.g., project development) will be considered, but should be limited. All requested costs will be included when calculating the cost effectiveness of the project and the less costs requested the more cost effective your proposed project will be. Applicants are encouraged to use matching funds from other sources to help defray non-construction costs.
      - All requests for non-construction costs should be accompanied by a clear and compelling justification.
      - Applications requesting design funding will be considered but they must submit a concept design plan that clearly demonstrates the ability to treat a proposed amount of stormwater entering the proposed facility, as well as be able to secure permits and build the project within two years of the award. Final designs resulting in a reduced level of treatment will result in a reduced grant award.
  - Does the budget include line items to obtain all necessary permits and complete as-built drawings?
    - Contact the County to obtain current permit fees for voluntary restoration projects.
    - Applications must include costs for as-built drawings to be completed by the project consultant that accurately reflect the construction methods of the project.
  - Did the project leverage resources?
    - In-kind and cash match is not required but will be viewed favorably.
    - Leverage resources as much as possible by connecting to existing, complementary community or County-led watershed stewardship efforts, such as water quality improvement or outreach projects on faith-based property, homeowner association (HOA), or private school-related projects, outreach projects, and volunteer projects.

## Funding Availability and Project Timeline

Requests will generally not exceed \$300,000; however, requests may exceed this level with additional justification and prior approval by the Trust. Approximately \$1.3 million is available for award.

Projects should be completed within two years upon receipt of the award agreement. The estimated time frame for projects awarded funding from this grant program is May 2020 to May 2022.

## Application Review

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

The Trust reserves the right to fund projects and budget items that advance its mission and meet its specific funding priorities and criteria. The review process will take into account an analysis of any engineering and regulatory issues that may exist. Funding partners reserve the right to fund projects and budget items that advance the County's progress to meet its MS4 permit implementation requirements 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 approximately 57%, which includes both fully and partially-funded applications.

## Contact

Contact the Trust early in project development. The Trust can help you develop your project idea, assess the project's fit within this grant program, and discuss partnerships to get you the technical assistance you need.

Contact the Grant Program Manager, Sarah Koser, for technical assistance and any questions at (410) 974-2941 ext. 106 or [skoser@cbtrust.org](mailto:skoser@cbtrust.org)

The Trust is available to provide assistance on elements of design, including drainage area, nutrient reduction estimates, and sediment reduction estimates. **Applicants must contact the Trust to arrange a site visit between the Trust and the funding partner staff before applying for funding.**

## Application Deadlines and Dates

Applicants must submit their application in the **Chesapeake Bay Trust Online System** by **4:00 pm on March 12, 2020**. Late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 pm. **Applicants are strongly encouraged to submit at least a few days prior to the deadline** given potential for high website traffic on the due date. The Trust cannot guarantee availability of Online System technical assistance on the deadline date.

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 grant conditions and due dates of status, progress, and final reports. The Trust will mail the first payment to the requesting organization following: 1) the Trust's receipt of the signed award agreement and 2) satisfaction of any phase 1 payment award contingencies. Ten percent (10%) of the total award will be held until the final report is submitted and approved. In cases where the awardee fails to submit a status report, progress report, or final report by the

due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

The Trust uses an online system for the application process, and if awarded, project management. 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/>. You will need to register with the online system with a username and password; if you have applied in the past, use your existing username and password (if you have forgotten either of these use the 'forgot password' feature).

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

*Awards will be announced in May 2020.*

## Application Instructions

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

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

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

### Organization Information

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

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

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

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

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

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

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

**Project Information:**

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

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

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

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

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

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

Include only letters from partners with a specific role in the project. **No letters of commitment from Anne Arundel County Executive Branch agencies or Municipal Separate Stormwater System (MS4) permit co-permittees will be considered as part of the project rating process.** Instead, reference should be made in the proposal for how the applicant plans to work with County staff to communicate and integrate County goals and efforts.

## Narrative and Supporting Documents:

**Project Narrative Upload** - You will upload a MS Word or PDF file not to exceed 5 (five) pages of text, excluding photos or materials such as Letter(s) of Commitment, that address the following questions. **To ensure that you address all questions, we recommend that you copy and paste the questions and use them as an outline in your narrative.** Additional file attachments can be uploaded, not to exceed a total of four file attachments per application. Use the additional “Upload” options in the online system.

1. **Objectives**: What are the specific objectives of the project?
2. **Background**: Describe the background of the project. Why is this project needed? How was it identified? What was the impetus? Is the project specifically described in a local Watershed Implementation Plan (WIP)?
3. **Watershed planning context**: Is your project identified within the County’s WIP or a more local watershed plan? If so, identify the plan and explain the project in context of the plan. You are encouraged to explain your project in context of the County's local WIP:
  - i. A copy of the WIP can be found at the following link:  
[http://www.mde.state.md.us/programs/Water/TMDL/TMDLImplementation/Documents/FINAL\\_PhaseII\\_Report\\_Docs/Final\\_County\\_WIP\\_Narratives/Anne\\_Arundel\\_WIP11\\_2012.pdf](http://www.mde.state.md.us/programs/Water/TMDL/TMDLImplementation/Documents/FINAL_PhaseII_Report_Docs/Final_County_WIP_Narratives/Anne_Arundel_WIP11_2012.pdf)
  - ii. Alternatively, you can explain your project in the context of a sub-watershed approach following a local or community-based watershed action plan. A copy of this plan should be included in the application.
  - iii. Such context will allow project ideas to be compared based on local watershed and countywide restoration priorities and ensures that the most cost-effective, community-relevant projects are given priority. For information most relevant to Urban Stormwater see Section 4.4 of County’s Local Watershed Implementation Plan (link provided above).
4. **Long-term project protection**: Are you willing to execute a Memorandum of Understanding (MOU) to provide permanent long-term protection of the project as well as your willingness to allow Department of Public Works (DPW) to access and inspect your project?
  - iv. Long-term protection of the project and access and inspection by DPW are both requirements of this grant program, excluding living shorelines.
  - v. If your project is a living shoreline, describe your willingness to execute an MOU 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. Note: ecological benefits of living shoreline projects will be weighted equally with pollutant load reductions. 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.
5. **Experience**: Describe your organization's or project team’s experience in completing similar projects. Provide a brief description including the location of any relevant previously completed projects by your organization.
6. **Consultants**: Has/will a consultant be hired and has a contractor been selected? Describe your consultant/contractor selection process, including justification and background of the selected consultant/contractor. If using a bid process, describe the process. The Trust strongly recommends that applicants get at least three competitive bids, estimates, or quotes.

7. Community Context: The best projects will connect to other existing community watershed stewardship efforts. Indicate how this project fits into other watershed stewardship activities occurring in the community.

- i. 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? Do you have an outreach plan or communications plan for this project?
- ii. Outreach programing associated with your proposed project is not required, but strongly encouraged.

8. Demographics: 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. 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).

9. Permit Status:

9a) Will this project require a construction permit? If so, where are you in the permit process? List the federal, state, and/or county agencies with which you have been in contact.

Projects or programs that are wholly required by a separate Federal, state, or locally issued permit, decree, or enforcement action will not be funded. In some cases, funding will be considered for any portions of required projects that are in excess of regulatory requirements.

9b) State if any part of your project is required under an existing or pending permit, decree, or enforcement action. If so, does your project exceed the regulatory requirements?

10. Sustainability: The Trust aims to invest in projects that have the longest potential longevity, after the award period is over. Several threats exist that may result in loss of project value: change in public interest in an effort, changes in rainfall or sea level associated with climate change; change in land use; and more.

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

11. Technical information: Include within the same uploaded file (as opposed to attaching separate files):

- A. A completed site plan and project design to include:
  1. Site photos
  2. Existing conditions
  3. Proposed conceptual or complete design documents
  4. Proposed grades (if earthwork is proposed)
  5. Material volumes (if earthwork is proposed)
  6. Planting plan
    - a. This should include a list of any native plants used.
    - b. 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.
    - c. If requests differ from those amounts a justification statement is required.
7. A completed drainage area data table for each standard Best Management Practice (BMP) (with exception of Living Shoreline and Stream Restoration practices):

MDE Classification of Practice (ESD, Runoff Reduction, Structural, or Alternative)	
Total Drainage Area to BMP (in acres):	
Impervious Area within the Drainage Area draining to BMP (in acres):	
Total Forested Coverage within Drainage Area (in acres):	
Total Open Space (permeable surface) within Drainage Area (in acres):	
Water Quality Volume Captured by BMP (in acre feet):	
Surface Area of BMP (in square feet):	
Rainfall Treated (Pe) by BMP (in inches):	

*\*The above drainage table is not needed for living shoreline or stream restoration projects. Contact the Trust for a stream restoration or shoreline data table that will help with calculations required below.*

8. Calculations showing amount of stormwater rainfall to be treated by each BMP and nutrient reduction calculations for pounds of nitrogen, phosphorus, and sediment reduced annually. Use the MDE Guidance provided in the *Evaluation Criteria* Section of this RFP on page 4.
    - a. Indicate what methods were used to calculate reductions and show how final reduction amounts were derived.
    - b. For Step Pool Storm Conveyance Systems (SPSC, Coastal Plain Outfall, etc.) designed in a dry/ephemeral channel, consider the practice as a micro-bioretenion facility and calculate the load reduction rate accordingly.
  9. Indicate whether this project falls into Category 1 or 2 and provide any additional items required for your type of project described in Appendix B.
- B. A Letter of Commitment from the landowner that states that they:
1. Agree to the implementation of the project;
  2. Will perform all routine maintenance (e.g., mowing, weeding, replanting, mulching, etc.); and
  3. Acknowledge and accept the terms of the MOU outlined in the *Long-Term Maintenance Agreement Section* on page 3 of this RFP.
- C. A maintenance plan signed by the entity responsible for maintenance and the landowner (if different).
- D. The completed Pre-Application Best Management Project (BMP) Worksheet (Appendix A).

**Budget**

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

For your budget request:

- Be as detailed as possible
- For any staff cost requests, list the percentage of overall time devoted to the project by each staff member in the budget item column. We expected that all personnel included in budgets will be directly involved in the work conducted under this program. Requests that do not include full justification for personnel involved may not be fully funded.
- Matching/leveraged resources are encouraged. Indicate whether each match entry is applied for, pledged, or in-hand. Indicate in the narrative whether your organization has requested financial support from any other sources for the project not listed as match in the budget submitted.
- Applicants may request funds for indirect costs, which must be listed separately (not combined with salary) and must be less than 10% of the total request.

Financial Management Spreadsheet – Application Budget Information

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

**Enter the “Total Amount of Funding Requested.”**

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

**Terms and Conditions**

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



## Appendix A: 2020 Anne Arundel County Watershed Restoration Grant Program Pre-Application BMP Worksheet Example



A site visit and project team meeting, including a Trust representative, must be held **by February 14, 2020**. We strongly recommended that the project applicant organization, landowner, project designer, and any other relevant project partners attend the meeting. We strongly recommended that you contact the Trust to schedule the site visit and meeting **by December 31, 2019**, to ensure the site visit and meeting can be accommodated.

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	

2. If *Other*, provide additional detail:

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

<u>Category 1</u> (Bioretention and rain garden projects, in which surface water is not collected by, or distributed to, adjacent properties that have a disturbance footprint less than 5,000 square feet or disturb less than 100 cubic yards of earth)	
<u>Category 2</u> (all other projects involving a disturbance footprint greater than 5,000 square feet or disturb greater than 100 cubic yards of earth)	

4. Have you and/or your technical assistance provider read Appendix B of the application package?

Yes \_\_\_ No \_\_\_

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

Yes \_\_\_ No \_\_\_

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

7. Is the landowner/Are the landowner(s) willing to sign a Memorandum of Understanding (MOU) with the County as outlined in Section VI of the application package?

Yes \_\_\_ No \_\_\_

8. How developed are your design plans?\*

30% complete	
60% complete	
90% complete	
100% complete	
Other	

\*Email a copy of your most recent or concept level design to [skoser@cbtrust.org](mailto:skoser@cbtrust.org) prior to the Pre-Application Site Visit.

9. If *Other for design plans*, provide additional detail:

10. Have you met with any County entities regarding permitting?

Yes \_\_\_ No \_\_\_

11. Provide additional detail regarding permit status:

12. Will you be able to provide GIS shape files of your design?

Yes \_\_\_ No \_\_\_

13. List relevant or potential partnerships for this project:

14. A completed drainage area data table **for each** standard Best Management Practice (BMP) (with exception of Living Shoreline and Stream Restoration practices). Copy and paste the blank data table below if necessary, to create separate tables for each BMP.

MDE Classification of Practice (ESD, Runoff Reduction, Structural, or Alternative)	
Total Drainage Area to BMP (in acres):	
Impervious Area draining to BMP (in acres):	
Total Forested Coverage within Drainage Area (in acres):	
Total Open Space (permeable surface) within Drainage Area (in acres):	
Water Quality Volume Captured by BMP (in acre feet):	
Surface Area of BMP (in square feet):	
Rainfall Treated (Pe) by BMP (in inches):	

\* The above drainage table is not needed for living shoreline or stream restoration projects. Contact the Trust for a stream restoration or shoreline data table that will help with calculations required below.



## **Appendix B: 2020 Anne Arundel County Watershed Restoration Grant Program Project Guidelines by Category**



The purpose of this guidance is to identify for applicants and grantees the minimal elements of project design associated with successful projects, while keeping in mind constraints and scale of community-based, voluntary projects. Partners prefer complete project design to consider funding implementation phases of projects. Applicants are strongly encouraged to contact the Trust for assistance and further guidance when creating applications to discuss how they can best qualify for the Watershed Restoration Grant Program.

Since this grant program funds many types of watershed restoration practices, specific design requirements and the definition of “complete design” varies among project types. Projects will not be permitted in road or utility right-of-way areas; inlets and outfalls that cross these right-of-ways are subject to County approval. To help guide you in determining what is required for the design component of your application, restoration practices have been broadly grouped into two categories. Read the list below and identify in which category your proposed project falls. Then read the design requirements below that section. If you are unsure which category your project belongs, contact the Trust for further assistance.

Proposed projects should be designed consistently with Maryland Department of the Environment’s “Maryland Stormwater Design Manual, Volumes I & II” and Anne Arundel County Department of Public Works’ Stormwater Management Design Guidance.

MDE Stormwater Design Manual:

[http://mde.maryland.gov/programs/water/StormwaterManagementProgram/Pages/stormwater\\_design.aspx](http://mde.maryland.gov/programs/water/StormwaterManagementProgram/Pages/stormwater_design.aspx)

Anne Arundel County Stormwater Management Design Guidance:

<http://www.aacounty.org/departments/public-works/wprp/watershed-resources/AACO%20DPW%20Design%20Manual%20Chapter%2006.pdf>

All projects must submit as-built drawings with final reporting requirements. Drawings are to be completed by the project consultant that accurately reflect the construction methods of the project.

### **Category 1: Small-scale restoration projects with projected pollution reduction benefits**

#### Category 1 Project Types

- Bioretention and rain garden projects, in which surface water is not collected by, or distributed to, adjacent properties that have a disturbance footprint less than 5,000 square feet or disturb less than 100 cubic yards of earth

#### Category 1 Design Requirements

- Site map showing:
  - 2 foot topographic data, available online at: <http://gis-world3.aacounty.org/HTML5Viewer/index.html?viewer=WPRP>
    - For best results open in Internet Explorer
    - To reach topographic information, click the plus sign to the left of the “Terrain Data” section and check the boxes for “Topo 2017,” “Topo Labels 2017,” and “Terrain Data”
    - Zoom to desired location and allow data layers to load
    - You may then take a screen shot of the image or click the “Tasks” tab and select “Print Map”
    - You may now save the map as a PDF
  - Project boundary and drainage area boundary
  - Survey information, marked on site map, of the surface water intake (where runoff enters your project area) and project outfall (where you would like water to exit your project area)

- Mapped utilities and roads
- Proposed design - plan view (this should show the approximate existing and proposed elevations of the project area and the size of the practice)
- Landowner signature on the plan that indicates project endorsement
- Copy of soil survey mapping and field confirmation of soil drainage class – the NRCS web soil survey can be found at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
- Approximate earthwork volumes (existing soil to be removed, bioretention soil to be added, etc.)
- Drainage area size (obtained from topographic maps described above) and percent impervious cover within the drainage area in acres. Include a drainage area map with drainage areas to each BMP
- Water Quality Volume calculations for each BMP, rainfall treated (inches) by each BMP, and amount in pounds of nitrogen, phosphorus, and sediment reduced annually
- Planting plan
- Site photos

## **Category 2: Complex Restoration Projects**

### *Category 2 Project Types*

- Bioretention and rain garden projects that have a disturbance footprint more than 5,000 square feet, disturb more than 100 cubic yards of earth and/or affect surface flow from/to adjacent properties, including public and private right-of-ways
- Wetland and marsh enhancement/restoration/creation projects
- Coastal plain outfall, step pool storm conveyance systems, or floodplain restoration projects
- Stormwater retrofit projects (conversions and structural changes)
- Bank/slope stabilization projects
- Stream restoration projects
- Living shorelines
- Green roofs

### *Category 2 Design Requirements*

- Site map showing:
  - Field-run topographic survey of existing conditions
  - Project boundary and drainage area boundary
  - As applicable, mean high water, full pool elevation, 100-year storm elevation
  - Proposed design (grade changes, drainage structures, rock placement, etc.)
  - Landowner signature on the plan, which indicates project endorsement
  - Mapped utilities and roads
  - Property boundaries
- Copy of soil survey mapping and field confirmation of soil drainage class – the NRCS web soil survey can be found at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
- Detailed earthwork volumes (cut, fill, stockpiled, etc.).
- Drainage area size (obtained from topographic maps described above) and percent impervious cover within the drainage area in acres. Include a drainage area map outlining the drainage areas to each of the BMPs
- Water Quality Volume calculations for each BMP, rainfall treated (inches) by each BMP, and amount in pounds of nitrogen, phosphorus, and sediment reduced annually
- Planting plan
- Site photos
- Living Shorelines also need to provide:
  - Shoreline orientation and fetch
  - Water depths 10, 30, and 50 feet channel-ward from the existing shoreline.
  - Details about the presence and location or absence of existing natural resources (e.g., submerged aquatic vegetation, oyster reefs, etc.).
    - A printout of current rates of erosion at the project site using Maryland's Coastal Atlas: <https://gisapps.dnr.state.md.us/coastalatlus/WAB2/>

- Calculations of rates of erosion other than the Maryland Coastal Atlas (if applicable)
- Justification of any proposed bank grading.
- Details of high and low marsh zones.
- Note: ecological benefits of living shoreline projects will be weighted equally with pollutant load reductions. Therefore, applicants are encouraged to utilize practices that provide a diversity of subaquatic and terrestrial habitats and allow easy access to marsh zones by aquatic organisms.
- Stream restorations also need to provide:
  - Bank Assessment for Non-point source Consequences of Sediment (BANCS) Analysis for perennial, intermittent, and ephemeral streams
  - Stream restoration protocol calculations for perennial and intermittent streams based on the Expert Panel  
[https://www.chesapeakebay.net/documents/Final\\_CBP\\_Approved\\_Stream\\_Restoration\\_Panel\\_report\\_LONG\\_with\\_appendices\\_A-G\\_02062014.pdf](https://www.chesapeakebay.net/documents/Final_CBP_Approved_Stream_Restoration_Panel_report_LONG_with_appendices_A-G_02062014.pdf)