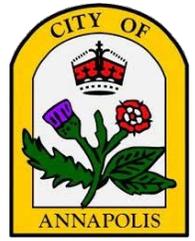


City of Annapolis Stormwater Facility Maintenance Support Program



Introduction and Program Goals

The Chesapeake Bay Trust (the Trust) is proud to partner with the City of Annapolis on their Stormwater Facility Maintenance Support Program.

Scope 1 of this work provides a one-time maintenance opportunity for property owners in the City of Annapolis with existing stormwater best management practices (BMPs) in the City's BMP Inventory (<https://www.arcgis.com/apps/dashboards/1062496e984144969d5d01831feb0d98>). These BMPs are inspected triennially and rated on overall condition and maintenance needed. Property owners with existing BMPs in the City's Inventory receive inspection letters (see example in [Appendix A](#)) that identify the functionality of the BMPs. Maintenance of these BMPs is ultimately the responsibility of the property owner, but the City recognizes there are barriers to maintaining BMPs so they are offering this one-time maintenance assistance.

Scope 2 of this work provides an opportunity for property owners with BMPs not registered in the City's BMP Inventory to have them surveyed, verified, and added to the City's Inventory. Once projects have been verified and added to the City's Inventory, property owners can apply for a reduction in their stormwater fee. Applicants for Scope 2 should provide documentation of the practice such as previous designs.

The Trust and the City will connect selected property owners to selected contractors to coordinate the maintenance or surveying/verifying process. The one-time maintenance assistance will be available as a cost-share copayment between the property owner and the contractor. The cost-share value will be shaped by the scoring criteria outlined in the Evaluation Criteria and Cost-Share Determination sections below.

Depending on the scope of the practice, maintenance costs will vary. For example, a pilot project conducting maintenance on a bioretention garden and four rain barrels cost around \$10,000. Please note that the total cost for your project will depend on criteria such as project scope, size, and/or functionality.

This is the first year of the City of Annapolis Stormwater Facility Maintenance Support Program. The City and Trust anticipate supporting between 5-10 projects during this first year.

Eligible Applicants and Project Locations

Eligible applicants include City of Annapolis property owners with an existing stormwater best management practice (BMP) on their property (Scope 1) or with a best management practice (BMP) that is not listed in the City of Annapolis BMP Inventory and you would like to have it verified and added to the Inventory (Scope 2). An authorized representative of a property owner may apply on behalf of a property owner with documented approval from the property owner.

Property ownership will be confirmed using the Maryland State Department of Assessments and Taxation (SDAT) database: <https://sdatt.dat.maryland.gov/RealProperty/Pages/default.aspx>. You may be required to submit additional property verification documents if we are unable to confirm you, as the applicant, are the property owner through SDAT. If the Trust is unable to confirm ownership, you will be required to submit additional verification documents.

Eligible Locations:

- Projects must be located in the incorporated City of Annapolis limits.
 - Verify your location within the City of Annapolis through this map: <https://city-of-annapolis-open-data-portal-annapolis.hub.arcgis.com/datasets/coacityboundary>.

All requirements must be met as outlined in the program documents and in the approved application. All decisions are final and are at the sole discretion of the Trust and the City of Annapolis.

Evaluation Criteria

The following table outlines the evaluation criteria that will be used to score applications. Each application will receive a score of 3 (High Priority), 2 (Medium Priority), or 1 (Low Priority) for each criterion. Current BMP Functionality is only applicable to Scope 1: Maintenance of BMPs. Documentation of Existing BMP is only applicable to Scope 2: BMP Surveying and Verification. The Applicant Need criterion is defined by the Applicant Need table in the following section.

| Scoring Criteria | | High Priority (3) | Medium Priority (2) | Low Priority (1) |
|---------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Only Applicable to Scope 1: Maintenance | <p>Current BMP Functionality</p> <p>Weight: 30%</p> | BMP(s) are not functioning as intended and require immediate to near-term maintenance | BMP(s) are not functioning as intended and need immediate action or significant structural repair | BMP(s) are functioning as intended, with some maintenance needed |
| Only Applicable to Scope 2: BMP Surveying and Verifying | <p>Documentation of Existing BMP</p> <p>Weight: 30%</p> | BMP(s) have ample documentation including stormwater reports | BMP(s) have adequate documentation to perform field verification | BMP(s) without detailed design documentation; May be lacking some calculations but field verifiable |
| Applicable to Both Scopes | <p>Applicant Need</p> <p>Weight: 15%</p> | <i>See Applicant Need table below for definitions of tiers</i> | | |
| | | <i>Tiers: R3, N3, F3</i> | <i>Tiers: R2, N2, F2</i> | <i>Tiers: R1, N1, F1</i> |

for-profit (N), and for-profit (F)) is organized into three tiers: high priority (3), medium priority (2), and low priority (1) as outlined below.

| Applicant Type | High Priority (3) | Medium Priority (2) | Low Priority (1) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------|
| <p>Residential-Household</p> <p>Tiers: R3, R2, R1</p> <p><i>Cost-share value determined by area median income (AMI) level: 2025 Income Limits</i></p> | <p>Tier: R3</p> <p>\$0-\$104,240 (0%-80% AMI)</p> | <p>Tier: R2</p> <p>\$104,241-\$130,250 (80%-100% AMI)</p> | <p>Tier: R1</p> <p>\$130,251+ (100%+ AMI)</p> |
| <p>Non-profit and Not-for-profit Organizations</p> <p>Tiers: N3, N2, N1</p> <p><i>Cost-share value determined by FTE (full-time equivalent) employees</i></p> | <p>Tier: N3</p> <p>0-10 FTE</p> | <p>Rank: N2</p> <p>11-50 FTE</p> | <p>Rank: N1</p> <p>50+ FTE</p> |
| <p>For-profit Organizations</p> <p>Tiers: F3, F2, F1</p> <p><i>Cost-share value determined by annual revenue</i></p> | <p>Tier: F3</p> <p>Annual revenue < \$1 million</p> | <p>Tier: F2</p> <p>Annual revenue is between \$1 million and \$10 million</p> | <p>Tier: F1</p> <p>Annual revenue > \$10 million</p> |
| <p><i>For-profit organizations in any of the above tiers that identify as Disadvantaged Business Enterprises, Minority Business Enterprises, and/or Small Business Enterprises (DBE/MBE/SBE) (members of a group as defined in the State Finance and Procurement Article of the Annotated Code of Maryland (the "Procurement Article"), Section 14-301(f)(i)(ii))) will receive an additional point to their score (+1)</i></p> | | | |

Cost-Share Determination

In the online application, you will see a question titled **Cost-Share** in the *Questions for all Applicants* section. This question asks for the estimated dollar (\$) amount you can contribute for the cost-share given an example project

that has a total cost of \$10,000. The table below shows the recommended cost-share ranges for each of the tiers, defined above in the Applicant Need section.

Note: your response to this question will not impact the scoring of your application; if awarded, your response to this question will inform the cost-share value determination.

| Tiers- R3, N3, F3 | Tiers- R2, N2, F2 | Tiers- R1, N1, F1 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <p>Properties in this category will generally be responsible for 0-10% cost-share.</p> <p><i>We understand cash match may be difficult to provide. In-kind match can be proposed in lieu of the ability to provide cash match.</i></p> | <p>Properties in this category will generally be responsible for 10-40% cost-share.</p> | <p>Properties in this category will generally be responsible for 40-80% cost-share.</p> |

Deadline

Applications are accepted on an on-going basis through May 1, 2026. Check the program website at <https://cbtrust.org/grants/city-of-annapolis-stormwater-maintenance-support/> for the online application and most up to date information about the status of this program.

Contact Information

Contact the Chesapeake Bay Trust’s City of Annapolis Stormwater Facility Maintenance Support Coordinator at (410) 974-2941 x133 or mandreasen@cbtrust.org.

Resources

Appendix A: Example Inspection Letter



City of Annapolis Department of Public Works

145 Gorman Street, 2nd Floor, Annapolis, Maryland 21401-2517
www.annapolis.gov · 410-263-7949 · Fax 410-263-3322

ADDRESS

DATE

Subject: City of Annapolis Stormwater Management Practice Inspection Results

Dear Stormwater Management Practice Responsible Party:

As owners of a property containing a private stormwater management practice(s), you are responsible for maintenance of the practice, including routine maintenance, as required by the stormwater management practice agreement for your property and City of Annapolis Code, Chapter 17.10, Stormwater Management.

By this report we are notifying you the results of our inspection of the Stormwater Management Practice(s) on your property. The attached map identifies the location of these practices and a summary is provided in the table below. Detailed inspection results are also attached.

| Stormwater Management Practice Address | Stormwater Management Practice ID | Stormwater Management Practice Type | 2022 Inspection Rating | 2025 Inspection Rating |
|----------------------------------------|-----------------------------------|-------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| | | Wet Pond - Wetland | BMP is not functioning as intended and requires immediate to near-term maintenance | BMP is not functioning as intended and requires immediate to near-term maintenance |

Stormwater Management Practices rated as “Not Functioning” or “Maintenance Needed” must respond and provide proof of intent to make the corrections within 60 days of receipt of this report, except for those that were rated as “Not Functioning” in 2020 and 2023 which must comply with the requirements in the box below. Maintenance to address the deficiencies notes in the detailed inspection results must be completed by June 1, 2024. Proof of maintenance can be provided in the form of receipts and photos. Please include the Stormwater Management Practice ID in all correspondence.

Stormwater Management Practices rated as “Not Functioning” in 2020 and again in 2023 are out of compliance with the stormwater management practice maintenance agreement for your property and City of Annapolis Code, Chapter 17.10, Stormwater Management. Proof of maintenance for this Stormwater Management Practice(s) must be submitted within one (1) month of receipt of this letter.

Failure to provide proof of maintenance within this timeframe may result in the City performing the necessary work and assessing property owners the cost of the work. Failure by a property owner to reimburse the City for the work may result in a lien on the property owner’s property. Property owners may also be liable for interest,

calculated at the maximum legal rate, on the unpaid balance of any such charges until paid, as well as reasonable attorney and staff fees incurred by the City in collecting such balance.

If you require an extension on the timeline for compliance due to hardship, such as recent unemployment or reduction in household income, please submit a request for extension with a statement of hardship.

The National Pollutant Discharge Elimination System (NPDES) permit issued by the Maryland Department of the Environment (MDE) under the authority of the Federal Clean Water Act requires that the City of Annapolis (“City”) inspect all stormwater management practices on a triennial basis. These practices are crucial components in protecting our streams from erosion and flooding and are key factors in improving water quality.

Additional information on stormwater management practices can be found here:
<https://www.annapolis.gov/1404/Stormwater-Management-Practices>

Questions, proof of maintenance activities, and/or proof of intent to conduct maintenance should be directed to our consultant contact, Rebecca Winer-Skonovd, at 667.401.8434 or rwinerskonovd@biohabitats.com. Please include the Stormwater Management Practice ID in the correspondence for tracking purposes.

Sincerely,

Michael Rossberg

Michael Rossberg, P.E.
Stormwater Program Manager
Department of Public Works