



## Chesapeake Bay Trust - Prince George's County Stormwater Stewardship Grant Program Application Package

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

### AT A GLANCE

The Stormwater Stewardship Grant Program encourages on-the-ground restoration activities that improve communities and water quality and engage Prince George's County residents in the restoration and protection of the local rivers and streams of Prince George's County.

#### **In this Application Package:**

**Section 1:** Program Overview, Project Types Requested, and Application Instructions (pgs 11-16)

**Appendix A:** New Applicant Guidance

**Appendix B:** Design Guidelines

**Appendix C:** Project Location for Track 6

#### **Deadline:**

July 28, 2017 at 5pm

#### **Grant Requests for:**

- Water quality projects (track 1) for \$20,000 to \$150,000
- Citizen awareness and engagement projects (track 2) for \$5,000 to \$50,000
- Technical Assistance: Alternative Compliance Program (track 3), to plant trees (track 4), to provide environmental education (track 5), and to reduce trash in the Anacostia (track 6)

#### **Implementation Project Location:**

Prince George's County, Maryland, excluding the City of Bowie

#### **Submit Your Application:**

<https://cbtrust.org/prince-georges-stormwater-stewardship-2/>

**Help is available!** Contact Sadie Drescher at [sdrescher@cbtrust.org](mailto:sdrescher@cbtrust.org)



### Introduction

The Prince George's County Government and the Chesapeake Bay Trust (Trust) reach out to a diverse array of organizations, both those with community-related missions and those with primarily environmental missions, to support projects throughout Prince George's County that aid the community while treating and controlling stormwater. The goal of this program is to improve communities, improve water quality in the County's waterways, and engage County residents in stormwater issues.

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 \$80 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout Maryland and the Chesapeake Bay watershed.

### Goals of the Program

Funding partners seek projects that improve aesthetics of communities and treat the stormwater runoff that comes from various types of properties, resulting in less of a negative impact of this runoff on the County's local streams, rivers, and other natural resources where community residents live and recreate. Projects must:

- a) accomplish on-the-ground restoration that will result in improvements in water quality and watershed health (reduction in loads of nitrogen, phosphorous and/or sediment); and/or
- b) significantly engage members of the public in the environmental resource of the County by promoting citizen awareness and engagement.

As part of an effort to more fully engage underrepresented groups in its grant-making, the Trust strongly encourages projects that increase awareness and participation of multicultural communities to improve watershed health and local ecological ownership.

### Local Jobs and the Community

This grant program is focused on the environment, the local economy, and job creation. Prince George's County's "Jobs First Act," County Bill (CB)-17-2011, Sec. 10A-158 to 10A-162 sets the goal of procuring at least fifty one percent (51%) of the dollar volume of its goods and services, including, but not limited to, construction goods and services, to Prince George's County-based businesses and at least thirty percent (30%) to County-based small businesses. Grant proposals that meet or exceed the Jobs First Act are preferred.

## Project Types

The Stormwater Stewardship Grant Program (SSGP) supports requests for water quality implementation projects (track 1), citizen awareness and engagement projects (track 2), and specific technical assistance efforts (tracks 3 through 6). Applicants can apply to one or both of the Track 1 Water Quality Projects and Track 2 Citizen Awareness and Engagement Projects. However, for the Technical Assistance Tracks 3 through 6 (as described on pages 5 through 10), the applicant must discuss the project idea with the grant program manager and may submit only one Technical Assistance track per application.

Potential applicants are encouraged to contact the Trust ([sdrescher@cbtrust.org](mailto:sdrescher@cbtrust.org)) to discuss project ideas and how to apply. New applicants are strongly encouraged to contact the Trust to discuss projects and partnering. This section describes these project types and provides tips for your grant application.

### Track 1. Water Quality Projects

Request Amount: \$20,000 to \$150,000 or larger with prior approval

Use simple, widely-accepted restoration best practices. For practices that are relatively new or innovative, contact Trust staff for guidance about what background information and what justification of its use must be provided.

Funding partners will support the construction of the following types of projects that present a water quality benefit, with an emphasis on practices that treat impervious cover:

- Bioretention cells, bioswales, rain gardens, and other low impact development (LID) stormwater techniques;
- Streamside forest buffers;
- Stormwater wetland creation and enhancement; and
- Green roofs.

If you think your implementation project may qualify for implementation through the Public Private Partnership (P3) Clean Water Partnership rather than a grant application, please call or email Jim Lyons the Clean Water Partnership Program Manager for Prince George’s County at [jmlyons@co.pg.md.us](mailto:jmlyons@co.pg.md.us) or 301-883-3634.

Support for project design may be requested. However, priority will be given to projects that are furthest along in the design and permitting phases. Certain water quality projects will require permits from the County before construction. Applicants are encouraged to consult the County’s Department of Permits, Inspections, and Enforcement (DPIE) early in project development to ensure timely permit and inspection approvals during the course of these grants.

If you have a project idea that is not listed, but that you believe meets the goals of the Grant Program, please contact Trust Program Manager, Sadie Drescher at [sdrescher@cbtrust.org](mailto:sdrescher@cbtrust.org), to discuss your idea. Applicants interested in these water quality projects but who need assistance moving forward with an application are strongly encouraged to contact the Trust.

*New Applicants*

We welcome new applicants!

Groups that have **predominantly community-oriented missions** (i.e., that are not environmental groups such as faith-based organizations) are strongly encouraged to submit an application.

Please contact the Trust early in project development. We can help you develop your project idea, assess its fit within this grant program, and discuss partnerships for any grant assistance you need.

Visit Appendix A for more information for the grant-writing beginner.

Contact Sadie Drescher  
[sdrescher@cbtrust.org](mailto:sdrescher@cbtrust.org) or 410-974-2941 ext. 105

**Help is available!** The Trust’s Program Manager is available to review materials, conduct preliminary site visits, explain the application, and to answer your other questions. Also, see these appendices for guidance:

- *Appendix A: Guidance for Applicants that are New to Water Quality Projects* provides basic steps for water quality projects for the beginner
- *Appendix B: Design Guidelines and Information* provides all the design components that you need for a water quality project, track 1

Funding partners are not able to support projects that are required for new or redevelopment, that are required for mitigation, that are required under an existing or pending regulatory process or permit, or are required by a regulatory authority for any other reason. In addition, funding partners cannot fund stream restoration or stabilization projects through this program. Please refer to other programs at the Trust for stream restoration projects.

Public vs Private Site Location: The funding partners prefer projects that are implemented on public property, property owned by non-profit organizations, community-owned property, and commercial or residential property with conservation easements. Projects on other private property may be considered under certain conditions (e.g., high cost-effectiveness, high demonstration value). Implementation projects proposed for faith-based organization property must apply to the Alternative Compliance Program and are not applicable for funding under this grant program. Projects on private property must have landowner support that is described in a letter of support and should offer matching resources.

Grantees are encouraged to keep projects small and simple (i.e., less than 5,000 square feet of disturbance). **However, if the water quality implementation project has >5,000 square feet or >100 cubic yards in total project disturbance (i.e., Appendix B, Category 3 project type) and/or will require a permit, the project must add these budget items:** 1) a Professional Engineer to design the implementation project/Best Management Practice (BMP), stamp the plans to submit to the Department of Permitting Inspection and Enforcement (DPIE); 2) up to \$2,000 for soil boring for practices that use infiltration (e.g. bioretention); 3) up to \$4,000 for an expert permit reviewer to help with the permit process (expert permit reviewer contact(s) will be provided by the Trust and Prince George’s County Department of the Environment (DoE)); 4) up to \$2,000 for permit edits and comments; and 5) up to \$5,000 for as-built plans. Finally, if a permit is required, your project must consult with DoE engineers and DPIE plan reviewers during the permitting process and as-built plans will be required with the final product submittal.

Deliverables will include concept plans, final designs, and as-built plans (if a permit was required) in electronic format (pdf, GIS, AutoCAD, etc.). In addition, the drainage area to the practice, practice surface area, and pollutant load reductions and associated calculations (if applicable) will be submitted with the final report. Finally, all trees planted will be reported in the County’s Tree Tracking application.

**Track 2. Citizen Awareness and Engagement Projects**

Request Amount: \$5,000 to \$50,000 or larger with prior approval

Funding partners will consider projects that engage citizens in cleaning up and preserving the County’s natural resources. Local governments will play a significant role in watershed restoration. However, given the high percentage of private landownership, individual citizens and communities must be part of the watershed restoration solution. Projects that increase citizen awareness of watershed issues and/or engage citizens in action projects will be considered. In addition, projects that target a change in a specific behavior within a targeted audience that could lead to widespread adoption of key actions and water quality impacts will be considered.

The funding partners strongly encourage proposals that are led by faith-based and nonprofit organizations that will engage their community members in clean water efforts. Schools and education centers are encouraged to apply and should aim to increase awareness about local water quality and to promote actions that individuals can take to improve local waters.

**Rain Check Rebate educational materials needed!**

We need to promote and recognize citizens who implement the Rain Check practices on their property.

Suggested projects: 1) design and produce Rain Check program flyers for outreach and interpretive signs for properties that implement projects and 2) translate materials into Spanish.

Visit Behnke’s Nursery (11300 Baltimore Ave.) for example flyers and signs.

*Citizen Awareness and Engagement*

Citizen awareness and engagement projects involve community members, include activities designed to educate community members, and transform community members to future volunteers that engage in stewardship activities on their own. Examples of citizen awareness and engagement projects include volunteer workshops, education events (e.g., environmental education experiences for youth groups), training events, communications



products, other outreach and engagement techniques, “train the trainer” sessions, stormwater practice installation and/or maintenance certification, and tuition to attend training courses. In addition, supporting the County’s pet waste management program is of particular interest to funding partners. Pet waste projects targeting waterways with bacteria problems (e.g., have bacteria Total Maximum Daily Loads) are preferred. We encourage you to submit a

pet waste application that supports the County’s pet waste management campaign – DO YOUR DOODY; SCOOP THAT POOP - to provide proper pet waste disposal education and outreach, install pet waste stations, develop an advertisement campaign for the community, and provide monitoring and maintenance for one year. Frequent coordination with the DoE will be expected. Projects that propose innovative methods for maintenance beyond the grant term are encouraged. Applicants will be required to use the new pet waste application to track the amount of pet waste collected.

Justify the selection of your particular outreach and engagement method and provide examples of similar, successful programs. Citizen awareness and engagement projects will consider the following:

- **Audience:** Identify a target audience (e.g., youth group members, faith based organization members, homeowner association members). Show how the experience will increase their engagement in environmental issues and/or result in different actions taken by that audience.
- **Message:** Identify the intended message that will be provided to a target audience. The message should convey to the target audience why this project is important, what they can do, and where they can go for more information (e.g., install a rain barrel for education and to support the County stormwater program).
- **Action:** Consider what you want your audience to do and what different actions might be taken by the target audience.
- **Method:** Strong proposals will explain and justify the methodology used to deliver the message(s) to the target audience (e.g., workshop, training, innovative media). Strong proposals will focus the audience needs and desires and use convenient approaches for the target audience. Consider the potential barriers you and your audience may encounter.
- **Outcome:** Consider how to increase citizen awareness about environmental challenges and issues and build ownership of local natural resources. The goal is to engage more people and organizations in stewardship practices and projects. Think outside the box to engage new groups! Consider how your project could result in different actions taken by your audience.

*Participants in the Alternative Compliance Program*

Alternative Compliance Program enrollees are encouraged to apply!

Qualified tax-exempt religious organization or other 501(c)3 nonprofit organization that have registered in the Alternative Compliance Program can apply to support projects that meet the Alternative Compliance criteria and assist with Alternative Compliance credit such as to:

- install stormwater practices on their properties (Track 1 projects)
- educate their constituents about stormwater issues (Track 2 projects)
- foster good housekeeping (Track 2 projects)

Contact Sadie Drescher  
[sdrescher@cbtrust.org](mailto:sdrescher@cbtrust.org) or 410-974-2941 ext.105

Discuss project ideas with the Alternative Compliance Program:  
 El Hadji Fall, 301-772-8996

Finally, if your project may result in the target audience taking different actions (i.e., behavior change), see this website to see what other similar efforts did and what they learned: <http://chesapeakebehaviorchange.org/>

**The following Technical Assistance Tracks 3, 4, 5, and 6 have specific work tasks, requirements for the proposal application, and requirements for reporting final products.**

**REQUIREMENTS FOR TECHNICAL ASSISTANCE TRACKS 3, 4, 5 AND 6:**

**Technical Assistance applications (Tracks 3, 4, 5, and 6) are required to:**

- 1. discuss the project idea with the grant Program Manager (Sadie Drescher) prior to application submission and**
- 2. submit only one track per application.**

If awarded for Technical Assistance Tracks 3, 4, 5, or 6, a face-to-face meeting with the Trust and Prince George’s County DoE will be required prior to the project start.

**Track 3. Technical Assistance to Provide the Alternative Compliance Program’s Outreach and Restoration (Option 2) and Green Care and Good Housekeeping (Option 3)**

Request Amount: \$5,000 to \$50,000 or larger with prior approval

The Alternative Compliance (ACP) has three components: The County works on what is called Option 1 directly with nonprofit landowners to install BMP practices. Option 1 allows the property owner to receive a 50% reduction of their Clean Water Act (CWA) fee. Option 1 is not applicable for funding under this grant program.

The nonprofit landowner can receive the remaining 50% CWA fee reduction through the second two components, which are the focus of this Request for Proposals (RFP), Option 2 (Outreach and Education, which, if successfully implemented, leads to a 25% fee reduction) and Option 3 (Green Care and Good Housekeeping, which, if successfully implemented, leads to a 25% fee reduction).



The Prince George’s DoE has outlined the ACP “Outreach and Education” and “Green Care and Good Housekeeping” actions needed to conduct a successful program and provided the property owner responsibilities in the program on its website at <http://www.princegeorgescountymd.gov/311/Alternative-Compliance>

**We seek applicants to accomplish all four (4) of the following goals:**

- 1) Identify up to 40 faith-based and other non-profit organizations currently participating in the ACP program with whom the applicant proposes to work.
- 2) Provide the most current background information about the ACP program to the chosen subset of faith-based and other non-profit landowners.
- 3) Help the chosen subset of non-profit organizations develop programs and protocols to fully accomplish the elements of the “Outreach and Education” and “Green Care and Good Housekeeping” components of the ACP Program. These programs are expected to be sustainable, i.e., remain in place after the period of technical assistance to the landowners concludes (the end of the grant period). A wide range of potential program components can be developed with and for the non-profit landowners, though they must accomplish either or both of the Outreach and Education goals (ACP Option 2) AND Green Care and Good Housekeeping Goals (ACP Option 3).
  - a) Outreach and Education goals (ACP Option 2) may be met by
    - i. participation by the nonprofit landowner in an education and outreach campaign annually to encourage other property owners as well as members of their organization to contribute toward the

restoration and protection of the County watersheds (e.g., participate in the County’s [Rain Check Rebate Program](#)) AND/OR

- ii. holding an outreach activity that is led by a trained professional (e.g., County’s representative) annually that addresses at least one of the following activities:
  - Host a Rain Check Rebate information session
  - On-site recycling and better waste management
  - On-site trash reduction (e.g., hold an on-site trash pick-up event)
  - Tree canopy increased by planting at least five trees at the site (*funds for trees can be accessed through the [Rain Check Rebate Program](#)*)

b) Green Care and Good Housekeeping (ACP Option 3) goals may be met by

- i. helping the property owner agree to use lawn management companies\* that are certified in the proper use and application of fertilizers in connection with their landscaping and lawns (\*Companies must be listed in the Maryland Department of Agriculture’s searchable pesticide database under the appropriate license category <http://www.kellysolutions.com/md/pesticideindex.htm>) AND/OR
- ii. setting up with the nonprofit landowners good housekeeping programs to ensure clean lots and pledging to do at least three of the following activities:
  - Conserve water and use water-saving landscape practices
  - Establish and maintain healthy vegetative cover on the property grounds
  - Reduce or eliminate fertilizer and pesticide use and application
  - Keep the site clean by regularly sweeping up trash and debris
  - Practice proper pollution prevention measures
  - Properly dispose of hazardous products or materials
  - Responsibly manage common chemicals used and stored on the property
  - Other practice(s): We are open to other ideas you have for additional green care and good housekeeping practices you propose to do that can be used to support this program

4) Help the non-profit landowners annually report their ACP Option 2 and Option 3 activities to the DOE in order to keep receiving reductions in their CWA fee.

Please note that work conducted with these grant funds support secular work only (i.e., non-secular work cannot be supported in this grant program).

More about the ACP program is online at: <http://www.princegeorgescountymd.gov/311/Alternative-Compliance> or can contact ACP County coordinator El Hadji Fall at [EFall@co.pg.md.us](mailto:EFall@co.pg.md.us) or 301-772-8996.

**Track 4. Tree Planting Projects on Private Individual Residential Property and Support for Existing County Tree Canopy Programs**

Request Amount: \$50,000 to \$100,000 or larger with prior approval



Because trees increase the health and livability of communities and provide many other societal benefits, Prince George’s County has a goal to preserve, increase, enhance, and restore tree canopy coverage. The County would like to increase its urban tree canopy cover from its current level of 8% by increasing the number of trees planted and promoting the community engagement to care for both new and existing trees. The success of tree planting activities depends on rigorous planning, community education and outreach, forestry management, and maintenance.

Funders seek projects under this track that aim specifically to implement tree planting projects on private individual residential properties. Components of this work will include outreach to homeowners about the benefits of trees to create opportunities and desire to have trees planted on their properties.

Though the emphasis of all projects should be on individual private residential property, applicants are permitted to propose demonstration projects on other types of property, such as community-owned private property or public property, as a component of the outreach strategy to reach individual private property owners as long as the proportion of the overall project for these types of sites does not exceed 20%.

Because those working on individual private property tree canopy issues often come to identify other property types on which tree canopy is possible, applicants are also encouraged to consider adding an element to their proposals of identifying sites such as public property or schools that would be eligible for several of the County’s other programs such as Tree ReLeaf, Arbor Day Every Day, and Rain Check Rebate. More information about these programs and the property types that would be supported can be found at the [Community Outreach Promoting Empowerment Section’s](http://www.princegeorgescountymd.gov/512/Plant-Trees) focus area on trees: <http://www.princegeorgescountymd.gov/512/Plant-Trees>.

**The following section provides additional detail about the types of activities and budget requests that would be eligible:**

1) Tree Planting on Private Individual Residential Property (at least 80% of the trees proposed to be planted)

The following criteria will be used to evaluate projects:

- At least 80% of the trees must be planted on private individual residential property. Up to 20% is allowable on other property types if framed as a demonstration or outreach activity to engage private individual residential landowners.
- Funding partners recognize a need to increase tree canopy on private property, in underserved communities, and in areas with low tree canopy cover. Therefore, projects that plant trees on private property, in the Transforming Neighborhood Initiative (TNI) areas and other underserved communities, and in areas with low tree canopy are preferred.
- Trees and shrubs must be native species that have been grown in containers (not ball and burlap) that are a minimum of five feet tall. Shrubs must be three feet when planted and reach five feet at maturity.
- Each tree should cost less than \$200 per tree (including installation, mulch, etc.)

Specific activities for which funding can be requested:

- a) Staff or consultant time to develop, pilot, and/or expand an outreach campaign to target tree planting on private individual residential property
  - i. see the Trust’s resources for project planning, outreach, messaging, and behavior change online [here](#) in the Outreach and Behavior Change Resources section; contact the Trust for assistance with these methodologies
  - ii. coordinate with DoE for existing materials (no need to recreate materials) and/or planting events/opportunities
- b) Staff or consultant time to identify private individual residential property sites to plant trees (from outcomes of 1a)
- c) Staff or consultant time to develop tree selection, develop planting plans, and mark planting plans
- d) Staff, materials, and/or contractor costs to plant trees
- e) Staff or contractor time to provide maintenance for one year (required)
  - i. provide the proposed maintenance date(s) proposed/completed
  - ii. tree survival must be checked and reported multiple times after planting (a final survivability check will be done eleven months after planting so that the tree can be replaced under the one year warranty)
- f) Staff time to track and report project milestones, accomplishments, and outcomes that include:
  - i. tree species, number, location, size (DBH), and date
  - ii. the DoE’s tree tracking application will be used to record planting and survivorship; if the tree application is not available, information will be recorded and reported to DoE monthly

Trees planted must be reported to DoE to meet the County’s National Pollutant Discharge Elimination System (NPDES)/Municipal Separate Storm Sewer System (MS4) reporting requirements. The successful applicant will meet with DoE to finalize all parameters required for reporting.

2) Identify Additional Tree Planting Sites Where Existing County Programs Can Plant Trees

Applicants are encouraged to include activities in their proposal that promote and enhance the County’s well-established and branded tree planting programs such as Tree ReLeaf, Arbor Day Every Day, and Rain Check Rebate. Activities may focus on identifying tree planting sites that are appropriate for existing DoE programs. For example, if you identified:

- a tree planting site on public property, you would work with DoE to provide trees through existing DoE programs such as Tree ReLeaf or
- a tree planting site on a school site, you would work with DoE to provide trees through existing DoE programs such as Arbor Day Every Day.

Successful applicant(s) pursuing this activity would work closely (e.g., conference calls and meetings twice a month) with staff of Prince George’s County DoE’s Community Outreach Promoting Empowerment Section to coordinate and use existing DoE tree planting programs, where possible.

Applicants may request staff (or consultant) time to accomplish the following activities to support existing County programs:

- a) identifying tree planting sites where existing County programs can be used such as Tree ReLeaf, Arbor Day Every Day, and Rain Check Rebate, etc.
- b) providing technical assistance to the County to plant trees at the site using these existing programs; this task could include introducing the County staff to the property owner, developing planting plans, and other coordination activities that result in trees planted at the site

3) Communication and Reporting

All projects should factor time in the application to thoroughly communicate and coordinate with the DoE and CBT for the duration of the project. The successful applicant will communicate and coordinate events with the funding partners, track and report educational events, provide tree care education for participants, and suggest improvements for the existing County tree planting programs. Therefore, project timelines and methodologies should include frequent meetings (e.g., two times per month) with the funding partners (DoE and CBT) throughout your project in order to coordinate the milestones, reporting, and deliverables. Finally, this tree planting effort will also coordinate with existing County programs and will be conducted under the Tree ReLeaf umbrella.

Applicants may request staff (or consultant) time to accomplish the following activities for communication and reporting:

- a) coordinate the tree care outreach provided to participants (1a) with CBT and DoE
  - i. this includes the messaging and materials used
  - ii. all final products/outcomes will be submitted to CBT/DoE in status and final reports
- b) meet and communicate with CBT and DoE regularly (e.g., twice a month during planting season and monthly outside of the planting season (i.e., July to November)) to discuss the outreach efforts, tree planting progress, and coordinate efforts
- c) track and report to CBT and DoE educational events on a monthly basis
  - i. educational event information to be tracked would include, but is not limited to: date, location, agenda and participants
  - ii. planting plans, specific location of trees planted, types of trees, etc. (as detailed in 1 a–f above).



**Track 5. Technical Assistance to Develop the “Treating & Teaching: Stormwater Stewardship” Branded Program and to Provide Environmental Engagement for at least 15 Public Schools**

Request Amount: \$50,000 to \$200,000 or larger with prior approval

Schools, teachers, staff, and students can work together to clean the stormwater at the school site and foster citizen engagement in classroom curriculum and beyond the classroom to their community. This technical assistance will create outdoor environmental education for Prince George’s Public School students and teachers. The goal is to engage young minds from K-12<sup>th</sup> grades.

Environmental education promotes environmental literacy and develops skills needed for life-long learning. Environmental education refers to education efforts that increase public awareness, concern, and knowledge about environmental issues and provides the critical thinking, problem-solving and decision-making skills that will support future environmental protection actions. Environmental education promotes interdisciplinary integration of subject matter, problem based learning experiences, and provides cooperative and independent learning opportunities.

This track seeks personnel time to develop the “Treating & Teaching: Stormwater Stewardship” branded program with and for Prince George’s County Department of the Environment. The most successful applicant will have professional experience with environmental education, teachers, and curriculum development. In addition, applicants must have a working knowledge of the Treating & Teaching: Stormwater Stewardship. Continuation of the “Treating and Teaching: Stormwater Stewardship” program is critical, the successful applicant will: 1) develop professional development for teachers and maintenance staff, curriculum for elementary, middle, and high school students and 2) lead small scale demonstration restoration practices and create outdoor learning environments.

**Track 6. Technical Assistance to Reduce Trash in the Anacostia River Watershed Using Trash Traps**

Request Amount: \$100,000 to \$250,000 or larger with prior approval

Trash in the Anacostia River Watershed can be reduced by end of pipe solutions such as trash capture devices, also known as trash traps.

We request applications for the planning, design, installation, environmental education engagement, and maintenance of trash traps at one or both of the two (2) sites (both sites strongly preferred), Cabin Branch and Guilford Run; more details and specifications for the sites is provided in Appendix C of this RFP. The application scope of work should include evaluation of selected in-channel trash capture systems, which may be readily available on the market, assessment of site feasibility for both of the chosen site(s), and the piloting of a successful trash capture system for each site. The successful applicant will coordinate with the Prince George’s County DoE staff to identify the final trash capture device to design, implement, monitor, and maintain for each individual site.

The application must include the costs associated with the planning, design, permitting, and implementation of the trash traps as well as one (1) year of maintenance that includes the proper operation, monitoring and reporting, and removal of trash. Finally, the contractors and consultants should be County Based Business (CBB) have a CBB certification from the County.

For operation and maintenance planning, it is crucial to detail how you will monitor and maintain the system (i.e., collect, categorize, and weigh materials as well as maintain the structural components) and report results to the County (e.g., trash weight and type removed). Maintenance of traps should occur immediately following a large rain event (i.e., greater than 1 inch of rainfall) or at a minimum, weekly. In addition to removing captured items from the trash trap, the grantee will be expected to check structural components to ensure that the system is in good operating condition during weekly maintenance visits. The grantee must collect and report data on total weight of litter, number of bags of trash and recyclables as well as counts of trash types. All data must be recorded and reported using the County’s

PGCLitterTRAK mobile app. Count, weight and volume data must be collected on categories that include, but are not limited to plastic bottles, glass bottles, cans, plastic bags, food wrappers, tires, Styrofoam, and athletic equipment.

The design must incorporate signage to inform and increase public awareness of the County’s commitment to clean water and trash reduction. The project will also include an outreach event for the public (e.g., unveiling or ribbon cutting event). In addition to signage, the grantee will propose an environmental education outreach program that engages Prince George’s County public school students and teachers in the litter reduction effort through sharing of information to learn about the impact of litter on public and environmental health as well as actions which students can take to reduce litter in their communities and local waterways. The outreach programming must include the development of learning materials and/or interactive tools. The grantee would be expected to work with County staff and Prince George’s County public school teachers to ensure that these materials and tools meet environmental literacy standards.

In addition to the feasibility, design, permit, installation, and maintenance portions of the work, the applicant should offer a plan for hosting an event at the trash capture site to highlight Anacostia river trash reduction activities and provide anti-litter education for the public. This outreach work should include providing a quantifiable way of measuring project success. For example, describe the projected annual volume and weight of trash to be collected by the installed trash capture system and how this collection translates to a reduction in the annual trash waste load allocation for Prince George’s County.

## Eligible Applicants

The Trust welcomes applicants from the following organizations (must have 501(c)3 status, except County municipalities and public agencies):

- 501(c)3 private nonprofit organizations
- Prince George’s County municipalities and/or public agencies
- Watershed organizations
- Public and independent higher educational institutions
- Community associations
- Service, youth, and civic groups
- Faith-based organizations
- K-12 schools and education centers

As part of an effort to more fully engage underrepresented groups in its grant-making, the Trust strongly encourages projects that increase awareness and participation of multicultural communities to improve watershed health and local ecological ownership. The strongest proposals will show committed partnerships that provide funding, technical assistance, and/or other in-kind services to support the successful implementation of the project.

***Projects must be implemented in Prince George’s County, Maryland.*** At this time, because the City of Bowie is managing its stormwater program independently of the County, projects in the City of Bowie are not eligible for funding in this program.

## Funding Availability and Criteria

Funding requests will generally not exceed \$150,000 for construction requests \$50,000 for citizen awareness and engagement requests, or technical assistance (Tracks 3, 4, 5, and 6) funding ceilings listed. However, requests may exceed funding ceilings listed with prior approval by the Trust and additional justification. Funding partners reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria with the funds that are available in the County budget.

Funding partners and an external Technical Review Committee will evaluate all applications. The reviewers consider the following in their evaluation of your proposal:

- General quality and consistency with the request for proposal/application
- Justification and need
- Appropriate partners that demonstrate support
- Cost-effective project and appropriate budget items
  - Match, both cash and in-kind, is not required; however, match is considered in the review process
  - Projects that have matching funds or in-kind services to support the work are preferred
- Likelihood of success and sustainability
- Demonstration value

Funding partners reserve the right to fund projects and budget items that advance their missions. All final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

## Project Timeline

Projects greater than \$100,000 should be completed within two years and projects less than or equal to \$100,000 should be completed within one year upon receipt of the grant award or as determined in the grant agreement.

## Contact

Contact the Program Manager, Sadie Drescher, for technical assistance and any questions at (410) 974-2941 ext. 105 or [sdrescher@cbtrust.org](mailto:sdrescher@cbtrust.org).

## Application Deadlines and Dates

Applicants must submit their application in the **Chesapeake Bay Trust Online Grant System** by **5:00 pm on July 28, 2017**. Late applications will not be accepted and the online funding opportunity will close promptly at 5:00 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 Grant System technical assistance on the deadline date.

***Grant awards will be announced in October 2017.*** 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 a grant agreement letter with grant conditions and due dates of status and final reports. Grantees must sign and return the grant agreement letter with original signatures.

In cases where the grantee fails to submit a status report or final report by the due date, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee. When the project is complete, grantees are required to complete final reports that include submission of all invoices/receipts and copies of timesheets for personnel time used. All financial back-up documentation will be grouped and numbered to correspond to the budget line item reported as spent. Organizations with outstanding final reports will not be awarded additional grants.

## Online Grant Application Instructions

You will enter all grant application information in the **Chesapeake Bay Trust Online Grant System** ([https://www.GrantRequest.com/SID\\_1520](https://www.GrantRequest.com/SID_1520)). If you are new to the online grant system, click on the "New Applicant" folder that is on the grant webpage (<https://cbtrust.org/prince-georges-stormwater-stewardship-2/>) and follow the on-screen instructions. We recommend logging into the online grant system early to start your grant application and so that you become familiar with the online grant application format (e.g., grant timeline format and number of timeline/task options), content (e.g., grant deliverable options), and process (e.g., how to submit the grant application). We strongly recommend that you do not wait until the day of the deadline to begin the application process.

You will be asked to enter the following grant application information in the **Chesapeake Bay Trust Online Grant System**.

**Project Title:** List the title of your project. Start the title with the project track (1 through 6). You may apply to project Tracks 1 and 2 in the same application. However, **only one application** is allowed for the technical assistance project tracks 3, 4, 5, and 6.

### Organization Information

- 1) Organization Name
- 2) Address and Phone Number
- 3) Mission of Organization
- 4) Organization Type
- 5) EIN Number

An Executive Officer and Project Lead must be identified for all proposals and must be different individuals. Both individuals must be staff or board members of the applicant organization. Individuals from for-profit entities who are to be engaged in the project cannot serve in either role.

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

**Project Lead:** Name, title, address, phone, and e-mail

### Grant Information:

- 1) Amount of Trust funding requested
- 2) Grant Period: Enter project start and end dates
- 3) In which county will the project be located? Projects must be implemented in Prince George's County, Maryland.
- 4) Property ID #
- 5) In which stream, river, or watershed will the project be located?
- 6) For a water quality track 1 project, 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)

### Project Abstract

In a text box, you will be asked to provide a brief (3 to 4 sentences) summary of the project, including details such as type of project, location, and main objectives. You may copy and paste from a word processing document, but you **MUST** use text that is formatting free (e.g., no bullets, no indentations, no bold text, etc.).

### Project Timeline

You will be asked to enter a table of major tasks, with start and end dates.

### Project Deliverables

You will be asked to fill in estimated deliverables for a variety of metrics, for example square feet of impervious cover treated, number of trees planted, square feet of riparian buffer restored, etc. Only complete those deliverables that are appropriate for your project (i.e., some deliverables will not apply).

### Volunteer Involvement

Indicate the number of volunteers that will be involved, the total number of volunteer hours, and a description of volunteer activities.

### Project Partnerships and Qualifications

You will be asked to enter into a table: project partner organizations, individuals, their areas of expertise, and their role(s) in your project. **Applicants are encouraged to upload a project letter of support from each partner that outlines the partner's project role.** Letters of support can be uploaded as file attachments in the grant application, not to exceed a total of four file attachments per application. Use the additional "Upload" options in the online grant system. Combine letters of support, if needed. All grantees will be expected to have a

strong working partnership with the Prince George’s Department of the Environment (DoE); however, letters of support from the County are not expected to be included. 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.

### 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 letters of support, that address the following questions. **Note: 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 grant system.

- 1) **Objectives and Background:** What project track(s) are included in this application? What are the project objectives? Describe the project background. Why is this project needed? How was it identified? Why will it be successful?
- 2) **Outputs and Outcomes:** Please describe your project’s outputs and outcomes. Describe your anticipated major obstacles for your outputs and outcomes and how you will overcome any obstacles to the project.
- 3) **Experience:** Describe your organization and your experience to manage and complete similar projects.
- 4) **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 you plan to engage consultant/contractors, the Trust recommends that applicants get at least two estimates or quotes for proposed work.
- 5) **Community Context and Demographics:**
  - a. Community Context: Please indicate how this project fits into other environmental stewardship or community-related activities. Connect existing projects, resources, and collaborators to support your proposed project. For example, talk to and connect with the groups involved in other volunteer activities in the community.
  - b. 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. Describe if and how the project will engage the traditionally underrepresented groups and/or a wide audience regardless of ethnicity, nationality, origin, culture, education, or socioeconomic status. If you have not had significant experience in your targeted 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).
- 6) **Regulatory Issues:** The funding partners are unable to fund projects or programs that are wholly required by a separate Federal, State, or locally issued permit, decree, or enforcement action. In some cases, the Trust may elect to fund optional portions of required projects that are in excess of regulatory requirements (e.g., go above and beyond the current water quality requirements).

State: 1) whether any part of your project is required under any existing or pending permit, decree, and/or enforcement action and 2) if so, whether and how your proposal exceeds the regulatory requirements.

- 7) **Track 1 Water Quality Project Required Technical Information:** Provide technical information for your project. You may submit this information as attachments, if needed (e.g., maintenance letter and plan).

If you do not have a water quality project (Track 1), enter “not applicable” for this question and proceed to the next question.

- a. Site Plan and Project Design (unless requesting design funds) to include:

- i. Site photos;
  - ii. Planting plan
    - Include a list of native plants
    - 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. Tree costs cannot exceed \$150 per tree. If requests differ from the Trust's stated preference, provide justification;
  - iii. Existing conditions;
  - iv. Project design or conceptual plan if designs are not complete;
  - v. Drainage area boundary and size and percent impervious cover within drainage area;
  - vi. Calculations showing amount of stormwater runoff to be treated by practice (see also b Water Quality Benefits below and contact the Trust for assistance);
  - vii. Indicate whether this project falls into category 1, 2, or 3 as described in Appendix B and provide any additional items as required for your water quality project.
- b. **Water Quality Benefits:** Projects must report the type of practice proposed, the size of the practice, total area treated by the practice, and total area of impervious surface treated by the practice. Contact the Trust for assistance.

Final products will include concept plans, final plans, as-built plans (if permit was required), drainage area, impervious surface, practice area, etc. in electronic format (pdf, GIS, AutoCAD, etc.). Final products will also include TN, TP, and TSS pollutant load reductions and the calculations used.

- c. **Contractors and Consultants:** Describe the experts that will be used in the project, their experience, the selection process, and the work they will perform.
  - d. **Permission & Maintenance:** Water quality projects must demonstrate the following: 1) the owner of the property allows the project as demonstrated by a letter of support; 2) provide a long term maintenance plan; and 3) state that the owner and/or implementation organization either a) has maintenance and inspection training or b) will attain maintenance and inspection training by the grant end date.
  - e. **Community Engagement and Value:** Describe the community value of this project. Describe how you will share your project with the public to engage and educate them. The funding partners recommend interpretive signage for publicly visible and demonstration sites. Does your project include interpretive signage?
  - f. **Implementation Projects Must Add these Items to their Budgets** if the project has >5,000 square feet or >100 cubic yards in total project disturbance (i.e., Appendix B, Category 3 project type) and will require a permit:
    - i. a Professional Engineer to design the implementation project/BMP, stamp the plans to submit to the Department of Permitting Inspection and Enforcement (DPIE);
    - ii. up to \$2,000 for soil boring for practices that use infiltration (e.g. bioretention);
    - iii. up to \$4,000 for an expert permit reviewer to help with the permit process (expert permit reviewer contact(s) will be provided by the Trust and DoE);
    - iv. up to \$2,000 for permit edits and comments; and
    - v. up to \$5,000 for as-built plans.
- 8) **Track 2 Citizen Awareness and Engagement Required Technical Information:** Provide technical information for your Track 2 citizen awareness and engagement project, as appropriate.

If you do not have a citizen awareness and engagement project (Track 2), enter "not applicable" for this question.

- a. Project Summary: Describe how your project will improve communities and address stormwater issues.
- b. Audience: Identify and describe a target audience and emphasize how you will assess the audience’s current awareness and engagement level. Describe the audience need and desire for the project and likelihood for successful impact of the project. Include detailed steps on how the project will design programs to serve the target audience effectively.

Describe how you have or how you will work collaboratively with the target audience to better understand their needs, priorities, and barriers to increase engagement or behavior change. The Trust encourages this so the projects have better designs, goals, and strategies that will result in measured changes to behaviors and awareness.

- c. Message: Identify the intended project message (e.g., do not litter; pick up your pet’s waste; plant a tree; install a rain barrel; clean your stream; use native plants). State the message in your own terms, as if you are writing it for your target audience.
- d. Methods: Describe the methods you will use to reach your audience and why you chose these methods. Describe how these methods will be convenient for the target audience and target their needs.
  - i. Method examples include but are not limited to the following: education strategies that involve outdoor learning experiences, innovative media, outreach and training events, demonstration planting projects, workshops, and many others.
  - ii. For workshop and education requests: Include a few sentences that tell us how you will recruit people to your effort and a sample agenda or a list of topics to be addressed.
  - iii. For publication requests: Include a few sentences that tell us how you will distribute the publication and include an example of the content, e.g., outline or draft text. List other publications you have developed that are similar to those proposed.
  - iv. For website and on-line media request: Describe how you plan to drive traffic to the site, ensure technical support, and plan for future content space or updates after the grant ends.
  - v. For event requests: Include a few sentences that describe how you will promote the events, an estimated location, and provide a sample agenda.
- e. Evaluation: Describe how you will evaluate if your program worked. Examples of evaluation techniques are observations, pre- and post-training/workshop/presentation surveys, and interviews of participants. The best project evaluation strategies will include observations, where possible.

**REQUIREMENTS FOR TECHNICAL ASSISTANCE TRACKS 3, 4, 5 AND 6:**

Technical Assistance applications (Track 3, 4, 5, and 6) are required to:

- 1. discuss the project idea with the grant manger (Sadie Drescher) prior to application submission and
- 2. submit only one track per application.

If awarded for Technical Assistance Tracks 3, 4, 5, or 6 a face-to-face meeting with DoE and the Trust will be required prior to the project start.

**9) Technical Assistance: Tracks 3, 4, 5, or 6:** Provide technical information for your Tracks 3, 4, 5, or 6.

If you do not have a Track 3, 4, 5, or 6 project, enter “not applicable” for this question.

- a. Trust Contact Date: Provide the date you contacted the grant manager.
- b. Project Summary: Describe what your project will accomplish.

- c. Methods: Describe how you will accomplish the project. Include experimental design, implementation strategy, and additional details that will ensure success.
- d. Permission and Maintenance: Demonstrate the following: 1) that the owner of the property allows the project; 2) the project will be maintained after implementation; and 3) identify the party responsible for maintenance.
- e. Audience: Describe your audience. How will you engage the audience?
- f. Communication: Describe how you will communicate your findings to the intended audience.
- g. Community Engagement and Value: Describe the community value of this project and how you will share your project with the public to engage and educate them. Explain your plan to use messages consistent with DoE. The funding partners recommend interpretive signage for publicly visible and demonstration sites.
- h. Obstacles and Uncertainty: What obstacles do you expect to encounter? How will you overcome expected and unexpected obstacles? How will your project address uncertainty encountered in the project?
- i. Project Team Experience: Describe the project team's experience to conduct the work proposed.
- j. Contractors and Consultants: Describe the experts that will be used in the project, their experience, the selection process, and the work they will perform.
- k. Evaluation: Describe how you will evaluate the success of your project?
- l. Final Product: What is your final product?
- m. Final Product Delivery to Prince George's DoE: Explain what the final product(s) will include and how you will deliver them to the County. Explain how and when you will check in with CBT and DoE to ensure your project is on track with the County's expectations for success.

## Budget Upload

You will be asked to upload your budget using the Microsoft Excel file template that is titled, "Chesapeake Bay Trust Application Budget Form." The template is available on the grant webpage and at [www.cbtrust.org/forms](http://www.cbtrust.org/forms) (click on "Grant Opportunities" and then click the **Application Budget Form Spreadsheet**).

Successful budgets will include the following in the budget spreadsheet:

- A detailed, itemized budget. Elements of the project work will be listed separately, e.g., personnel costs, interpretive sign costs, plant costs, contractor costs.
- Applicants may request funds for indirect costs, which must be listed separately (not combined with salary) and must be less than 20% of the total request
- Do not include volunteer hours in the budget or assign them a dollar value

## Budget Category Information

Enter your budget category totals in the online grant system. These totals will be automatically calculated in the Chesapeake Bay Trust Application Budget Form excel spreadsheet.

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.



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# Appendix A: Guidance for Applicants that are New to Water Quality Projects

This guidance outlines the steps needed to develop project ideas and grant applications for those who are new to water quality projects. Many steps are involved in developing a project. Some involve engaging partners or obtaining expert technical advice. For example, experts can help the applicant to select a proposed water quality project location, project type, and estimated costs to enable an applicant to develop an appropriate budget request.

The following steps are a general framework for a water quality project to submit in a grant application. Please note that applicants are welcome to contact the Trust for assistance during any of these steps in project development.



### Step 1: Develop a Project Idea

- a. The first step is to brainstorm on general project ideas.
- b. Here is an example water quality project idea: When it rains, the parking lot floods and stormwater flows from our property. A water quality project (e.g., a rain garden) to slow the flow of stormwater and allow it to soak into the ground could work at the site.

### Step 2: Obtain Community and Landowner Input

- a. The most successful projects seek community input early and often (often after each of the steps below), and work with the landowner at the first step.
- b. Community meetings are a venue at which to exchange information and discuss the proposed project with the project stakeholders.
- c. Community input provides the history of the site and the buy-in needed for a successful project.
- d. Build community input into your project idea.

### Step 3: Perform a Site Assessment to Identify Opportunities

- a. Generally, a grant application will require the proposer to have some degree of specifics about the project idea, such as project type and location. How you obtain more specific ideas depends on your own level of expertise in the topic area. Do you personally or does a close project partner have expertise to perform a site assessment that will identify water quality project opportunities or do you intend to obtain this expertise? If yes, skip to #4. If not, continue in Step 3.
  - If conducting your own site assessment to identify water quality project opportunities for this grant, see the Site Inventory and Mapping for Small-Scale Restoration Projects. This is located in Appendix A of the [Stormwater Stewardship Guidance](#) listed in the Additional Resources section on the grant's webpage.
- b. Identify one or more individuals or partners who do have expertise to visit the site and provide assistance. Identifying which experts to contact can be challenging. The Trust Project Manager can provide the first site visit to get you started and offer immediate next steps. Options to do this can

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include contacting local nonprofit environmental organizations who perform this work as part of their missions. Another option can be contacting one or more for-profit consulting firms or contractors to provide input, whom you might work with or provide an opportunity to bid on the project should the grant be funded. Contact the Trust to discuss best ways to obtain expert advice in this step.

### Step 4: Obtain Scope of Work and Estimated Costs from Stormwater Engineering Services

- a. If your project is large or complicated (i.e., generally more than 5,000 square feet in size), you will need engineering services to develop the water quality project idea and to estimate the design and construction costs. This may be the same firm you engaged above and this can be accomplished in Step 3. **Grantees are encouraged to keep projects small and simple** (i.e., less than 5,000 square feet of disturbance; see Appendix B for more details).
- b. Contact one or more firms that provide stormwater management engineering services and request a visit to your site to suggest what work should be done and how much this work might cost. Not all firms will conduct site visits for free. However, some will view you as a potential client if the award is made.
  - i. Stormwater engineer service firms will provide more detailed water quality project ideas and estimated costs to help you form your proposal.
  - ii. In person site assessments are best, but could be done remotely.
  - iii. Join the site visit(s) with as many team members as possible.
- c. Based on the site visit, request the firm's scope of work and estimated costs
  - i. See Appendix B Design Guidelines and Information in this Request for Proposal to determine what minimal elements are needed.
  - ii. These minimal elements are the basics need for a water quality project design that will then be implemented.
  - iii. You can request these minimal elements from the engineering firms in their scope of work and estimated cost.
- d. Compare the firm's scopes of work and estimated costs
  - i. Review the scopes of work and the budgets.
  - ii. See if the firms recommend changes to your project idea or if there are other services needed to complete the project.
    1. Gather more information, if needed.
    2. Contact the firm with any questions.

### Step 5: Prepare your Grant Proposal

- a. Select a scope of work and estimated budget that suites your needs from Step 3 or 4 above.
  - i. Use this information to provide details in your grant application.
  - ii. Use the firm's scope of work and budget in your grant application in these areas:
    1. Proposal narrative, budget narrative, and budget spreadsheet.
    2. Add attachments that support your proposal, such as the firm's scope of work and estimated cost.

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### Appendix B: Design Guidelines and Information

These guidelines provide applicants and grantees with the elements of project design that are required for project submittal. Funding partners require a complete project design to consider funding construction and/or implementation phases of projects. Applicants submitting requests for design-build projects should obtain estimates from design firms based on the scopes of work for these design elements for the design phase. Preference will be given to projects that are furthest along in the design and permitting process. Applicants are strongly encouraged to contact the Trust for assistance and guidance when creating proposals that include designs to make sure they will qualify for the Prince George's County Stormwater Stewardship Grant Program.

Since the Grant Program provides funds for many types of watershed implementation practices, specific design requirements and the definition of "complete design" varies among project types. To help guide you in determining what is required for the design component of your proposal, water quality project practices have been broadly grouped into three categories.

Please read the list below and identify if your water quality project is a category 1, 2, or 3. Then read the design requirements below that section. If you are unsure which category your project belongs, please contact the Trust for assistance.

Certain water quality projects will require permits from the County before construction. Applicants are encouraged to consult the County's Department of Permits, Inspections, and Enforcement (DPIE), ahead of time to ensure timely permit and inspection approvals will occur during the grant timeframe. Depending on the permit type being required, DPIE may have additional requirements other than those listed in this Appendix.

Grantees are encouraged to keep projects small and simple (i.e., less than 5,000 square feet of disturbance). **However, if the implementation project has >5,000 square feet or >100 cubic yards in total project disturbance (i.e., Category 3 project type as defined in this appendix) and will require a permit, the project must add these budget items: 1) a Professional Engineer to design the implementation project/BMP and stamp the plans to submit to the Department of Permitting Inspection and Enforcement (DPIE); 2) up to \$2,000 for soil boring for practices that use infiltration (e.g. bioretention); 3) up to \$4,000 for an expert permit reviewer to help with the permit process (expert permit reviewer contact(s) will be provided by the Trust and DoE); 4) up to \$2,000 for permit edits and comments; and 5) up to \$5,000 for as-built plans.** Finally, if a permit is required your project must consult with DoE engineers and DPIE plan reviewers during the permitting process.

**Contact the Program Manager for more information about permit requirements and impacts to your project's proposal and budget.**

#### **Category 1: Projects requiring minimal ground disturbance and no earthwork**

##### Category 1 Project Types

- Riparian buffer plantings
- Reforestation projects (tree planting)
- Rain barrel and rain storage projects (see also the [Prince George's Rain Check Rebate Program](#))
- Other projects that do not require earthwork

##### Category 1 Design Requirements (at a minimum)

Category 1 projects will not be funded without a completed design, which includes:

- Site map showing project boundary;
- Site photos;
- Invasive species management plan for site (if applicable); and
- Planting plan (for planting projects only and can be overlaid on site map)

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### **Category 2: Small-scale restoration projects with projected pollution reduction benefits**

#### Category 2 Project Types

- Bioretention and rain garden projects, in which surface water is not collected by, or distributed to, adjacent properties and in which the total site disturbance is less than 5,000 square feet/less than 100 cubic yards

#### Category 2 Design Requirements (at a minimum)

- Site map showing:
  - 2 topographic contour data, available in GIS format from Maryland DNR at: <http://dnrweb.dnr.state.md.us/gis/data/data.asp> or the MD Maryland DNR's Maryland's Environmental Resources and Land Information Network (Merlin) online at <http://www.mdmerlin.net/> or from the Prince George's County GIS and planning offices;
  - Project boundary and drainage area boundary;
  - Survey information, marked on site map, the surface water intake (where runoff enters your project area), and project outfall (where will water to exit your project area);
  - Proposed design - plan view (this should show the approximate existing and proposed elevations of the project area); and
  - Landowner signature on the plan that indicates project endorsement.
- Soil boring/results for infiltration practices (if an infiltration practice is proposed, soil borings should be included in the budget at up to \$2,000);
- 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> and MD soil survey by County is online at <http://www.nrcs.usda.gov/wps/portal/nrcs/surveylist/soils/survey/state/?stateId=MD>
- Approximate earthwork volumes (existing soil to be removed, bioretention soil to be added, etc.)
- Drainage area boundary and size (obtained from topographic maps described above) and percent impervious cover within the drainage area;
- Calculations to determine amount of stormwater runoff which will be treated by facility (for guidance to calculate TN, TP, and TSS load reductions, please reference [http://dnr2.maryland.gov/ccs/Pages/funding/trust-fund\\_grants.aspx](http://dnr2.maryland.gov/ccs/Pages/funding/trust-fund_grants.aspx) **OR** simply list the type of practice proposed, the size of the practice, the total area treated by the practice, and the total area of impervious surface treated by the practice;
- Planting plan; and
- Site photos.

### **Category 3: Higher Complexity Restoration Projects**

#### Category 3 Project Types

- Bioretention and rain garden projects over 5,000 square feet of disturbance, over 100 cubic yards, and/or affecting surface flow from/to adjacent properties
- Wetland and marsh enhancement/restoration/creation projects
- Coastal plain outfall, stormwater conveyance, or floodplain restoration projects
- Stormwater retrofit projects (conversions and structural changes)

#### Category 3 Design Requirements (at a minimum)

- Site map showing:
  - Field-run topographic survey of existing conditions
  - Project boundary and drainage area boundary
  - (As applicable) mean high water, full pool elevation, bankfull/benchfull
  - Proposed design (grade changes, drainage structures, rock placement, etc.)
  - Landowner signature on the plan, which indicates project endorsement
  - Mapped utilities and roads

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- Property boundaries
- Soil boring/results for infiltration practices;
- 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> and MD soil survey by County is online at <http://www.nrcs.usda.gov/wps/portal/nrcs/surveylist/soils/survey/state/?stateId=MD>
- Detailed earthwork volumes (cut, fill, stockpiled, etc.);
- Drainage area boundary and size (obtained from topographic maps described above) and percent impervious cover within the drainage area (and in square feet) to be provided in electronic form at project completion;
- Calculations to determine amount of stormwater runoff which will be treated by facility (for guidance to calculate TN, TP, and TSS load reductions, please reference [http://dnr2.maryland.gov/ccs/Pages/funding/trust-fund\\_grants.aspx](http://dnr2.maryland.gov/ccs/Pages/funding/trust-fund_grants.aspx) **OR** simply list the type of practice proposed, the size of the practice, the total area treated by the practice, and the total area of impervious surface treated by the practice);
- Planting plan; and
- Site photos.

### **Category 3 budget requirements:**

- 1) a Professional Engineer to design the BMP and stamp the plans to submit to the Department of Permitting Inspection and Enforcement (DPIE);
- 2) up to \$2,000 for soil boring for practices that use infiltration (e.g., bioretention);
- 3) up to \$4,000 for an expert permit reviewer to help with the permit process (will be provided by the Trust and DoE);
- 4) up to \$2,000 for permit edits and comments; and
- 5) up to \$5,000 for as-built plans.

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### Appendix C: Project Location for “Track 6. Technical Assistance to Reduce Trash in the Anacostia River Watershed Using Trash Traps”

Potential site locations for trash capture devices are posted on the Chesapeake Bay Trust’s landing page titled “Sites for Track 6. Technical Assistance to Reduce Trash in the Anacostia River Watershed Using Trash Traps.”

#### **PHASES OF WORK TO CONSIDER IN A TRASH TRAP APPLICATION (TRACK 6)**

**NOTE:** All phases of work should be reported to CBT as part of the progress and coordinate closely as needed.

<b>Trash Net Location Identification</b>	<b>Specialty</b>	<b>Difficulty</b>	<b>Notes</b>
Identify target waterways based on littering frequency and volumes expected	Planner	Low	The sites are selected; determine the feasibility of the sites for your application
Select Site location in the field for installation and trash net daily operations, include public notice.	Planner, Engineer	Medium	
Develop conceptual design for determining scope and permitting	Planner, Engineer	Medium	
<b>Design Phase</b>	<b>Specialty</b>	<b>Difficulty</b>	<b>Notes</b>
Site visit to scope design, construction, permitting, and maintenance requirements	Planner, Engineer, Bandalong Supplier, and DPIE Reviewer	High	
Hydrology and hydraulic evaluation (normal operation and worst case scenario with net release)	Engineer and DPIE Reviewer	High	
Structural Assessment for Bandalong trap ties, fasteners, nets, cabling, and ease of maintenance	Engineer and DPIE Reviewer	High	
Authorize 50% design	Engineer, Bandalong Supplier	Medium	
Authorize 100% design	Engineer, Bandalong Supplier	Medium	
Obtain Permits	Planner, Engineer	Low	
<b>Construction Phase</b>	<b>Specialty</b>	<b>Difficulty</b>	<b>Notes</b>
Develop bid documents for construction award	Planner, Engineer, and Bandalong Supplier	Medium	
Construction award	Planner, Engineer, and CBT	Low	
Contractor notice to proceed and break-ground	Engineer, Bandalong Supplier	Medium	
Construction Oversight, progress, and payments	Planner, Engineer, and CBT	Medium	
Construction Completion and Close out	Planner, Engineer, and CBT		
<b>Operations and Maintenance</b>	<b>Specialty</b>	<b>Difficulty</b>	<b>Notes</b>
Develop operations and maintenance specifications, and coordinate (as needed) operations and maintenance activities on site.	Planner	Medium	Maintenance is required for 1 year with the application.
Ensure litter and debris is removed from the nets regularly as to ensure the safe operation of the trash nets.	Planner	Medium	All metrics (e.g., amount and type of trash removed per time period, rainfall) will be reported to CBT/DoE.
<b>Environmental Education &amp; Outreach</b>	<b>Specialty</b>	<b>Difficulty</b>	<b>Notes</b>
Develop outreach program for the residents, host a public outreach event, add signage, develop and implement an environmental education program that engages Prince George’s County public students and meets environmental literacy standards	Environmental Education, Outreach, Public Engagement	Medium	