



Charles County Forestry Grant Program

FY 24 Request for Proposals



Chesapeake Bay Trust
108 Severn Avenue, Annapolis, MD 21403 (410) 974 – 2941 •

www.cbtrust.org

Introduction and Program Goals

This program is in partnership with Charles County. The goal of this program is to implement cost-effective reforestation and afforestation projects in the County that will increase tree canopy, create forest habitat, improve water quality, provide ecosystem services, such as potable water and air quality and, provide a natural cooling system to urban heat. This will ultimately enhance the health and wellbeing of human and natural communities in the County's local watersheds and the Chesapeake Bay.



The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages applications directly from underrepresented groups, and for projects that increase awareness and participation of communities that are traditionally underrepresented, such as communities of color. For a full description of the Trust's efforts to engage under-engaged groups, see our strategic plan at www.cbtrust.org/strategic-plan and <https://cbtrust.org/diversity-inclusion/>

The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages applications directly from underrepresented groups, and for projects that increase awareness and participation of communities that are traditionally underrepresented. For more information about the Trust's efforts to engage under-engaged groups, see our [2020-2025 Strategic Plan](#) and [Diversity and Inclusion Statement](#).

The Trust recognizes that application processes can be complicated and time-consuming; the Trust continues to work to simplify our application processes where possible. New applicants, younger organizations, small organizations, or any group that is experiencing capacity challenges or other barriers to applying, is eligible to receive guidance on the application process. For assistance in English and Spanish please contact Program Officer Marylin Veiman Echeverría.

At A Glance

Program Summary

The Charles County Forestry Grant Program is designed to result in an increase in the number of acres of forested land in Charles County. Project site proposals are sought from individuals, nonprofit organizations, and contractors. Proposed project sites will need to have or place the reforested area under an easement for protection in perpetuity.

Deadline

Applications are accepted on a rolling basis until funds for the fiscal year are exhausted.

For project requests up to \$10,000, the Trust must receive an application a minimum of eight weeks prior to the start of the proposed project.

For project requests more than \$10,000, the Trust must receive an application a minimum of eight weeks prior to the next Trust quarterly Board meeting. Please see section "Deadline" for Board meeting dates.

Eligible Project Locations

This program funds in Charles County, Maryland.

Request Amounts

Applicants can request funds from one of the following tracks:

- Track A: Project Management
- Track B: Request for Technical Assistance.

Submit Your Application

Follow the instructions online at <https://cbtrust.org/grants/charles-county-forestry/>

Contact

Marylin Veiman Echeverría
(410) 974-2941 x130
mveiman@cbtrust.org

Eligible applicants

Charles County and the Trust welcome requests from

- 501(c)3 Private Nonprofit Organizations
- Faith-based organizations
- Community Associations
- Service and Civic Groups
- Public Agencies
- Soil/Water Conservation Districts & Resource Conservation and Development Councils
- Public and Independent Higher Educational Institutions
- Individual private or commercial landowners
- Consultants, contractors, and other for-profit entities

Eligible site types:



See Appendix C for details on where to find documentation of an existing easement and/or how to obtain an easement.

Eligible Project Types

This opportunity is open to:

- a. **Track A:** Applicants who can serve as project managers through an established organization, such as non-profits, consultants or contractors, meaning they have the capacity and interest in leading a project through implementation.
- b. **Track B:** Applicants, such as individual landowners or small homeowners' associations, who have project site ideas that they would like to offer for tree planting projects, but who are not able serve as project leads.

Applicant	Track A	Track B	Comments
501©3 Private Nonprofit Organizations	X	X	These applicant types can apply for either track, depending on the capacity of the organization to lead the implementation of the project
Faith-based organizations	X	X	
Community Associations	X	X	
Service and Civic Groups	X	X	
Public Agencies	X	X	
Soil/Water Conservation Districts & Resource Conservation and Development Councils	X	X	
Public and Independent Higher Educational Institutions	X	X	
Individual private or commercial landowners		X	Individual and commercial landowners should apply to Track B.
Consultants, contractors, and other for-profit entities	X		For-profit entities (contractors, consultants) <u>must</u> apply to Track A.

All applicants are strongly encouraged to contact Trust staff for guidance and, if deemed appropriate, a potential site visit. See Appendix A for Phases and Requirements of each track type.

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

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, go to <https://cbtrust.org/grants/charles-county-forestry/> and click on “Get Started” to begin a new application. This will open a new window asking you to log in or create an account on our online system. If you have applied in the past, use your existing username and password (if you have forgotten either of these use the “forgot password” feature). If you have not used our online system before, click on “New Applicant” and follow the instructions.

By submitting an application to this program, applicants acknowledge that: 1) they are compliant with federal employment and non-discrimination laws; 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.

Online Application Form

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

- Eligibility Quiz

This three-question quiz will assist you in checking if your project meets the requirements of this award program. The Charles County Forestry program also includes the requirement to have or obtain an easement, if granting a new Forest Conservation Easement, the granting entity must be in good standing with the State of MD. Please read through the RFP for other requirements.

- Applicant Information Tab
 - Provide the organization’s name, mailing address, phone number, organization type, mission, EIN number, and SAM UEI number. If you are an individual homeowner please include your name, mailing address and phone number.
 - Provide the Executive Officer and Project Leader’s name, title, address, phone, and email address.
 - Both an Executive Officer and a Project Leader, two separate individuals, must be identified for all applications.

Definitions

The Executive Officer is the individual that oversees the organization (e.g., Executive Director, Chief Executive Officer, Mayor, President or Vice President, Principal (for schools), etc.) and has the authority to sign/execute award agreements on behalf of the organization. The Executive Officer information is tied directly to all the organization’s applications and should not vary from application to application. If the Executive Officer could be listed as the Project Leader in a future proposal, we recommend listing a Board Member or other higher-ranking position of the organization as the Executive Officer in order to reduce the variation in the Executive Officer across applications.

The Program Leader is the individual responsible for all project coordination and correspondence with the Trust for the duration of the project. The email address entered here MUST be the same as the email address you used to log in to the online system. The Project Leader is the primary point of contact for the application, and the email address used to submit the application via the online system must be that of the Project Leader. Applications in which the email address associated with the Project Leader in the applicant information tab of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors or other project partners. If at any time the Project Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Leader.

- If you are an individual homeowner, please list your own information in both fields.
 - The Executive Officer and Project Leader must both be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application.
- Project Information Tab
 - Provide a project title; project abstract; the watershed, county, and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.
- Timeline Tab
 - Add the project start and end date. Provide a project timeline that includes major tasks and their associated start and end dates.
- Deliverables Tab
 - Provide estimated metrics for your proposed project such as project participants and outreach and restoration outcomes.
- Volunteers Tab
 - Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.
- Project Partnerships
 - Provide a list of project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.
 - Applicants are encouraged to upload a letter of commitment for the project from each partner describing in detail the partner's role or contribution to the project. Applications including strong letter(s) of commitment often receive higher scores. If not submitted with the application, letter(s) of commitment may be required prior to the release of any awarded funding. To better understand the Trust's definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: www.cbtrust.org/forms.
- Narrative & Supporting Documents Tab
 - Upload a Microsoft Word or PDF file that contains your answers to the narrative questions found in the Narrative Questions section of this RFP. Upload additional supporting documents, if needed/required.
- Budget Tab
 - Upload your application budget, provide budget category and request totals, and provide additional budget justification. Use the Trust's Financial Management Spreadsheet and fill out the "Application Budget" worksheet. Refer to the Budget Instructions of this RFP.
- Terms and Conditions Tab
 - Agree to the specified terms and conditions for the program for which you are applying.

Narrative Questions

1. **Project Site:** Please describe the project site, including the landowner's involvement in the project, the current land use and total number of acres to be reforested or afforested, and the total number and species of trees expected to be planted. A landowner letter of commitment, if different than the applicant, must be provided. **Land and Project Protection:** Please describe whether the site is under current long-term protection. Projects on land currently protected under a standard Charles County Forest Conservation Easement will be given priority. Other protection vehicles, such as Maryland Environmental Trust Easement or other State or Federal Easements can also be considered. Applicants must commit to maintenance for the first year of the tree planting project to be funded under this request.
 - a. If the property is not under an easement, landowners must be willing to obtain a standard Charles County Forest Conservation Easement and demonstrate this willingness through a letter of commitment as described in Appendix B. The landowner must commit to using the forested land consistently with forest conservation limitations. The land must not be cleared for construction or other purposes and activities should be limited to recreation or practices that are used to preserve forest. If granting a new Forest Conservation Easement, the granting entity must be in good standing with the State of MD.
 - b. If the land is under easement, please provide documentation, following instructions in Appendix C, and describe the type of protection and any restrictions. The Trust and the County can work with you to determine land protection options. Please contact us early in project development.
2. **Required Projects:** 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, such as critical area buffer establishment. In addition, funding partners cannot support projects that lead to financial benefit, such as the creation of a mitigation bank. In some cases, funding partners may elect to fund optional portions of required projects that are in excess of regulatory requirements. Please state 1) whether any part of your project is required under any existing or pending permit, decree, or enforcement action, and if so, 2) how and whether your proposal exceeds the regulatory requirements.

3. **Project Methodology and Applicant Capacity**

Track A:

- a. **Project Methodology:** Please describe the following:
 - i. Planting method
 - ii. Planting plan
 - iii. Species list (native species only)
 - iv. Three quotes from contractors (if needed) to accomplish planting, easement, and other services.
 - v. Monitoring and maintenance plan.
- b. **Applicant Capacity:** Please describe your ability to provide project leadership and management on the following tasks:

- ii. Verifying that any existing long-term protection vehicle will allow reforestation or afforestation or have a letter of commitment from the landowner to place the planted area under a Charles County Forest Conservation Easement and to use the forested land consistently with forest conservation limitations. If the property is not under an existing easement, landowners must include a letter of agreement that they will provide necessary documents (preliminary title report, survey and signed Forest Conservation Easement) to Charles County Planning Division immediately upon grant award and they understand the Forest Conservation Easement must be recorded by the County in Land Record prior to release of grant funding.
- iii. Obtaining agreement from the landowner to maintain and protect the tree planting project if funded under this award.
- iv. Developing a planting design and plan.
- v. Obtaining any required permits.
- vi. Planting activities, including procuring contractual or volunteer services.
- vii. Monitoring and providing maintenance in the first year to ensure a survivorship rate.
- viii. Working with the planting contractor to replace any trees as required under the plant warranty.
- ix. Maintaining insurance coverage during the planting and maintenance of the project.

Track B :

- a. **Project Methodology:** Please provide three quotes from contractors to accomplish planting, easement, and other services such as developing a planting plan, species list, monitoring, and maintenance plan. If you have already procured these services, please provide a short description of your selection process and if available a:
 - i. Planting method
 - ii. Planting plan
 - iii. Species list (native species only)
 - iv. Three quotes from contractors (if needed) to accomplish planting, easement, and other services.
 - v. Monitoring and maintenance plan.
 - c. **Applicant Capacity:** Please describe your ability to provide the following documentation:
 - i. Verifying that the property has an existing long-term protection vehicle that will allow reforestation or afforestation or have a letter of commitment from the landowner to place the planted area under a Charles County Forest Conservation Easement and to use the forested land consistently with forest conservation limitations. If the property is not under an existing easement, landowners must include a letter of agreement that they will provide necessary documents (preliminary title report, survey and signed Forest Conservation Easement) to Charles County Planning Division immediately upon grant award and they understand the Forest Conservation Easement must be recorded by the County in Land Record prior to release of grant funding.
 - ii. Providing an agreement from the landowner to maintain and protect the tree planting project if funded under this award and provide the easement documentation prior to planting.
 - iii. Obtaining any required documentation.
4. **Demographic Information:** In light of the Trust's commitment to the advancement of diversity in its award-making, provide demographic information about the community or population involved in or served by the project. In the case of Track A, please 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).

5. **Ecological value:** Discuss the possible ecological benefit of this project. For example, is it creating a buffer along a body of water, is it reducing erosion on a slope, are there endangered or rare species nearby, is it creating connectivity with other forest patches, and/or extending or buffering a protected area? (See the Evaluation Criteria questions for more detail on ecological value)
 - ◆ Discuss the future for the work for which you are requesting funds. What factors may affect its long-term value and how will you ensure its value is maximized? If the project or program needs ongoing financial resources to maintain its value, provide an abbreviated plan describing how the project will be maintained beyond the term of the proposed funding request.
6. **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. 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?
 - ◆ Indicate how this project benefits the nearby community. For example, will the reforested area enhance an existing trail or recreation area, be used for environmental education programs, and/or does it help reduce noise from a nearby road?
7. **Contractors:** If hiring a contractor, applicants are encouraged to either have already obtained cost estimates or quotes from at least three service providers prior to completing the application or, indicate in the proposal that at least three estimates or quotes will be obtained.
 - ◆ Has/will a contractor be hired and has a contractor been selected?
 - ◆ Describe your contractor selection process, including justification and background of the selected contractor. If using a bid process, describe the process.
8. **Attachments:** Please include, preferably in the narrative file but in a separate file, if necessary, the information required for each track (See Appendix A)

Evaluation Criteria

The following criteria will be used to evaluate applications. We recommend reviewing your proposal or having a colleague review your proposal against these criteria before you finalize it to ensure that you have addressed all the relevant criteria.

Track A: Project Management Track

- General Quality of Proposal (1-15 points) - What is the level of completeness and attention to detail? Has the applicant answered all appropriate narrative questions? Does the applicant include all required supporting documents such as letters of commitment, photo(s) of the site, vicinity map, planting plan, native plant list, etc., when applicable?
- Stakeholder or Community Involvement (1-10 points) - Applicants who have not procured landowner permission, as demonstrated through a landowner letter of commitment and property agreement where applicable, will get zero points in this category.

- Likelihood of Success (1-10 points) – What is the likelihood of success if the project is selected for funding? Success is defined as the accomplishment of outcomes proposed and survivorship. Does the applicant have the necessary qualifications to conduct the work that include past history of successfully completing similar environmental projects? Is the project likely to proceed in a timely fashion? Are the species selected native, diverse and from a well-known source? Are the species selected vulnerable to a common disease, such as dogwood is to the fungus *Elm dieback* or oaks are *Oak Wilt* (*Ceratocystis fagacearum*), that could reduce survivorship or are cultivars being selected to increase survivorship?
- Sustainability (1-30 points) – Is the project under an existing Conservation Easement through Charles County, Maryland Environmental Trust Easement or other State or Federal Easements or is there a letter of commitment from the landowner to obtain one? Is the landowner willing to use the land consistently with forest conservation limitations (i.e: recreational purposes)? Has the applicant proposed a relevant and robust monitoring and maintenance plan for the first year post planting?
- Cost-effectiveness/Budget (1-10 points) – Is the budget appropriate and cost-effective? Are the line items budgeted justified in the project narrative? Are the costs per acre to afforest consistent with the RFP requirements?
- Ecological Benefit (1-20 points) – The following are some guiding questions, but the proposal may include unique ecological benefits not considered below.
 1. Conservational value: a) Is reforestation or afforestation creating connectivity to another forest patch or conservation area? b) Is it adjacent to an existing forest? c) Are there known rare or endangered species in the area? d) Are the tree species selected to reforest native and diverse?
 2. Prevention value: a) Are the trees placed in an area to specifically control erosion? b) Is the reforested area buffering a river or creek?
 3. Predictable human health benefit: a) Is reforestation or afforestation helping reduce noise from surrounding streets? b) Are the trees strategically placed around housing to reduce heat?
 4. Potential recreational value: a) Is reforestation or afforestation in an area with potential use for hiking/walking or nature observation in general?
 5. Educational value: a) Is reforestation or afforestation at a school, church or NGO that may use it for future environmental education programs or outdoor classrooms? b) Is the reforestation and afforestation itself being held as an educational event?
 6. Best practices: a) Will the planting plan address the issues as proposed (consider plant size and planting density)? b) Is the planting area currently available for reforestation or afforestation and is site preparation needed?
 7. Insurance (1-5 points): Proof of insurance coverage or willingness to have it during the service?

Track B: Request for Technical Assistance

- General Quality of Proposal (1-15 points) - What is the level of completeness and attention to detail? Has the applicant answered all appropriate narrative questions? Does the applicant include all required supporting documents such as letters of commitment, photo(s) of the site, vicinity map, etc., when applicable?
- Likelihood of Success (1-10 points) – What is the likelihood of success if the project is selected for funding? Success is defined as the accomplishment of outcomes proposed and survivorship. Are there three contractors selected to provide the work? Do the contractors selected have the necessary qualifications to conduct the work that include past history of successfully completing similar environmental projects?
- Stakeholder or community Involvement (1-10 points) - Applicants must procure a landowner letter of commitment and property agreement where applicable. Also, some projects may be enhancing community efforts such as environmental education programs or access to trails and recreation.

- Sustainability (1-30 points) – Is the project under an existing Conservation Easement through Charles County, Maryland Environmental Trust Easement or other State or Federal Easements or is there a letter of commitment from the landowner to obtain one? Is the landowner willing to use the land consistently with forest conservation limitations (i.e.: recreational purposes)?
- Cost-effectiveness/Budget (1-10 points) – Is the budget appropriate and cost-effective? Are the line items budgeted justified in the project narrative? Are the costs per acre to afforest consistent with the RFP requirements?
- Ecological Benefit (1-20 points) The following are some guiding questions but the proposal may include unique ecological benefits not considered below.
 1. Conservational value: a) Is reforestation or afforestation creating connectivity to another forest patch or conservation area? b) Is it adjacent to an existing forest? c) Are there known rare or endangered species in the area? d) Are the tree species selected to reforest native and diverse?
 2. Prevention value: a) Are the trees placed in an area to specifically control erosion? b) Is the reforested area buffering a river or creek?
 3. Predictable human health benefit: a) Is reforestation or afforestation helping reduce noise from surrounding streets? b) Are the trees strategically placed around buildings to provide cooling or heating benefits?
 4. Potential recreational value: a) Is reforestation or afforestation in an area with potential use for hiking/walking or nature observation?
 5. Educational value: a) Is reforestation or afforestation at a school, church or NGO that may use it for future environmental education programs or outdoor classrooms? b) Is the reforestation and afforestation itself being held as an educational event?
 6. Best practices: a) Is the planting area currently available for reforestation or afforestation and is site preparation needed?
- Others (1 to 5 points):
 1. Insurance: Do the contractors listed have insurance coverage or are they willing to have it during the service?
 2. Contractor: If you plan to subcontract work, the Trust highly recommends you solicit at least three competitive bids, estimates, or quotes from different contractors.

Funding Availability, and Timeline

Funding Availability: The funding partners, Chesapeake Bay Trust and Charles County Government, anticipate that approximately \$23,500 will be available for this grant program in this Fiscal Year 2024 (FY24). Funding availability in subsequent years will be updated.

Project Timeline: Projects must be completed within 12 months upon receipt of the award. Requests to extend a project completion period will be reviewed and considered on a case-by-case basis.

Request Level: Requests for funding from this program will generally be less than \$20,000 and should be generally less than \$4,500 per acre. Requests exceeding this level should be accompanied by additional justification in the “Budget Justification Section” of the online application. Applicants are strongly encouraged to contact Trust staff to discuss request level prior to submitting proposals.

Deadline

Proposals for the Charles County Forestry Grant Program are accepted on an on-going basis until funds are fully expended for the given fiscal year; check our website and sign up for our [grantee newsletter](#) for the most up to date information about the status of this rolling program.

Please note this is a rolling grant program; however, grant decisions for requests over \$10,000 must be approved by the Trust's Board of Directors. The Trust's quarterly Board meetings for FY24 are February 14th and May 15th, 2024. Please submit your proposal at least 8 weeks before the upcoming Board meeting date to allow for application review time. In addition, the Trust is unable to provide reimbursement funding; this means that project start dates must occur after the date of decision (Board meeting date).

For project requests up to \$10,000, the Trust must receive all proposals at least EIGHT weeks prior to the start of the proposed project. The Trust cannot make exceptions to this policy.

Application Review Process

All submitted applications are scored by technical experts in the field supported by this RFP and discussed by a review committee. Reviewers score all applications based on the evaluation criteria listed in the "Evaluation Criteria" section above.

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

Awards and Notifications

All applicants will receive a letter stating the funding partnership's decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send an award agreement with award conditions and due dates of status, progress, and final reports. The Trust will mail the payments in phases as agreed in the award letter or contract. The trust usually requests progress reports or other requirements as the project progresses, if reports are not met by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

When the project is complete, awardees are required to complete final reports that may include but are not limited to submission of all receipts for supplies, invoices for subcontractors/contractors, and copies of timesheets for personnel time used (timesheets must include date, name, time worked per day, and coding to tie the time worked to the award).

All financial back-up documentation will be grouped and numbered to correspond to the budget line item reported as spent. Organizations with outstanding final, progress, or status reports will not be awarded additional grants.

Budget Instructions

Funding in this program is restricted to costs required to implement reforestation or afforestation projects. Requests for any other purpose will not be funded. The funding partners will evaluate each proposal on a case-by-case basis. The partners reserve the right to fund projects and budget items that advance their missions and meet their specific funding priorities and criteria.

Financial Management Spreadsheet – Application Budget Upload

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

Financial Management Spreadsheet – Application Budget Information

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

Eligible budget items for requests through Tracks A and B:

- Charles County Forest Conservation Easement costs (preliminary title report, and survey drawing of easement area),
- Site preparation costs (soil amendment, invasive species removal),
- Plant material,
- Planting costs,
- One-year maintenance costs, and
- For not-for-profit entities, project management costs.












Ineligible budget items include, but are not limited to:

- Indirect costs.
- Funding partners are unable to fund projects or programs that are required by a separate Federal, state, or locally issued permit, decree, or enforcement action. In addition, funding partners cannot support projects that lead to financial benefit, such as the creation of a mitigation bank. In some cases, funding partners may elect to fund optional portions of required projects that are in excess of regulatory requirements.







Additional Budget Justification







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

Appendix A: Requirements for Tracks A and B

Requirements Track A		Requirements Track B	
	Submittal of proof of easement or a letter of agreement stating that the landowner will provide necessary documents (preliminary title report, survey and signed Forest Conservation Easement) to Charles County Planning Division immediately upon grant award and they understand the Forest Conservation Easement must be recorded by the County in Land Record prior to release of grant funding. The letter should include a commitment to use the forested land consistently with forest conservation limitations, such as recreation or practices that are used to preserve forest.		Submittal of proof of easement or a letter of agreement stating that the landowner will provide necessary documents (preliminary title report, survey and signed Forest Conservation Easement) to Charles County Planning Division immediately upon grant award and they understand the Forest Conservation Easement must be recorded by the County in Land Record prior to release of grant funding. The letter should include a commitment to use the forested land consistently with forest conservation limitations, such as recreation or practices that are used to preserve forest.
			
	Support letter from the landowner		Support letter from the landowner
	Vicinity map of the site.		Vicinity map of the site.
	Photos of the site		Photos of the site
	Budget and insurance: Eligible applicants will have and maintain in full force and effect during the term of the proposed project liability insurance coverage in connection with the performance or failure to perform the services provided.		A contractor will be likely hired for this track, please include at least three competitive bids for the project.
	If hiring contractors, please include at least three competitive bids for the project.		

Appendix B: Phases for Track A and Track B

Phases Track A	
	Verify the land has a standard Charles County Forest Conservation Easement a Maryland Environmental Trust Easement or other State and Federal Easements.
	If the property is <u>not</u> under an existing easement, landowners must include a letter of agreement that they will provide the necessary documents (preliminary title report, survey and signed Forest Conservation Easement) to Charles County Planning Division immediately upon grant award and they understand the Forest Conservation Easement must be recorded by the County Land Records prior to release of grant funding.
	Obtain landowner agreement to maintain and protect the new tree planting project.
	Develop a planting design and plan
	Obtain required permits
	Provide maintenance for the first year to ensure a survivorship rate consistent with guidelines In Maryland State Conservation Technical Manual Third Edition of 1997.
	Work with the contractor to replace any trees as required under the plant warranty
	Maintain in full force and effect during the term of the proposed project liability insurance coverage in connection with the performance or failure to perform the services provided.

Phases Track B	
	Verify the land has a standard Charles County Forest Conservation Easement a Maryland Environmental Trust Easement or other State and Federal Easements.
	If the property is <u>not</u> under an existing easement, landowners must include a letter of agreement that they will provide the necessary documents (preliminary title report, survey and signed Forest Conservation Easement) to Charles County Planning Division immediately upon grant award and they understand the Forest Conservation Easement must be recorded by the County Land Records prior to release of grant funding.
	Write a letter of agreement to maintain and protect the new tree planting project.
	Take photos of the site
	Obtain a map of the vicinity that includes the property address, location of the project and boundaries of the full parcel.
	Obtain three competitive quotes for contractors to help in the management and execution of the project.
	Follow up with the contractor to replace any trees as required.

Where to find your easement?

Easements are recorded at the Circuit Court for Charles County in Land Records and may be shown on the plat you received when you purchased your home. A copy of your plat, if one exists, can be found either by using [plats.net](https://www.plats.net) or by visiting Land Records at the Charles County Circuit Court House in La Plata.

How to obtain an easement?

Prior to planting,

- Confirm that the funding is granted by The Chesapeake Bay Trust and Charles County.
- Obtain a proposal from a Licensed Land Surveyor to:
 - Prepare an 'Exhibit A' delineating the area in order to execute a Forest Conservation Easement
 - Provide a Preliminary Title Search for the property. The Preliminary Title Search is required by the County's Attorney's Office to execute the Forest Conservation.
 - The Title Search can be obtained in two ways:
 - b.1: The landowner can prepare these items and include the costs in the budget of the grant application.
 - b.2: The County can contract the service.
- Have the appropriate parties sign and notarize the Forest Conservation Easement document and submit both the easement document and Preliminary Title Search to the County for the County to countersign and submit to Land Records, prior to time of tree planting.
- To grant a new Forest Conservation Easement, the granting entity must be in good standing with the State of MD.
- Ensure a one-year inspection is performed to replace any dead trees.

Appendix D: Performance Standards for Restoration Projects

Size	Number Required per Acre	Approximate Spacing (feet on center)	Survivability Requirement (at the end of the second growing season)	
Bare Root Seedlings or Whips	700	8 x 8	55%	385
Container Grown Seedling Tubes (minimum cavity width 1.5 in.)	450	10 x 10	65%	290
Container Grown (1, 2, 3 gallon)	350	12 x 12	75%	260
Container Grown (5, 7 gallon or 1 in. caliper B & B)	200	15 x 15	85%	170
Container Grown (15, 25 gallon or 1.5 to 2 in. caliper B & B)	100	20 x 20	100%	100
Notes: <ol style="list-style-type: none"> 1) These stocking and survival requirements are the minimum numbers estimated to meet the definition of forest from bare land. 2) In certain circumstances, any combination of the above mentioned stocking options, dry seeding, tree shelters, transplants, and/or natural regeneration may be more appropriate strategies. They will be evaluated on a case-by-case basis by the approving authority. 3) Spacing does not imply that trees must be planted in a grid pattern, randomizing is preferred. 4) For reforestation or afforestation projects (>1 acre), reforestation costs (trees, planting, and maintenance for 2 years) should not exceed \$4,500/acre. 				