City of Gaithersburg RainScapes Reward Program

Application Instructions

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

(410) 974 - 2941 | www.cbtrust.org

City of Gaithersburg RainScapes Reward Program

At A Glance

Program Summary:

The City of Gaithersburg RainScapes Reward Program offers rebate incentives to property owners to install practices that will reduce stormwater runoff, reduce pollution, and improve local stream and river health.

Deadline:

Applications are accepted on a rolling basis.

Eligible Project Types:

Rain barrels, cisterns, conservation landscaping, rain gardens, tree canopy installation and removal, pavement removal, permeable pavers, and soil tests. *Pre-approval is required for all project types, except soil tests.*

Eligible Project Locations:

This program funds projects in the City of Gaithersburg. Montgomery County manages its stormwater program independently of the City of Gaithersburg and therefore properties outside the City of Gaithersburg are not eligible.

Eligible Applicants, Property Types, and Maximum Reward Amounts:

The applicant must be the property owner. Renters may apply with documented approval from the property owner. Not all Gaithersburg addresses are qualified residents; check to make sure you're a resident by using our address check map: gburg.md/StormwaterProgramFee.

Each of the eligible project types has a maximum rebate amount allowed and criteria that must be met. Eligible properties can receive up to a total of $5,000 per property owner in rebates.

Submit Your Application:

Go to https://cbtrust.org/grants/city-of-gaithersburg-rainscapes-reward-program/ to submit an online application.

Contact:

Chesapeake Bay Trust RainScapes Coordinator
(410) 974-4941
gaithersburgrebate@cbtrust.org

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Introduction

The Chesapeake Bay Trust (the Trust) is proud to partner with the City of Gaithersburg on its RainScapes Reward Program. Rainfall that lands on conventional lawns, roofs, patios, walkways, and driveways rapidly accumulates into runoff. This runoff collects pollutants like pet waste, fertilizers, pesticides, car fluids, and trash before entering storm drains and being carried to local streams and the Chesapeake Bay. Stormwater runoff not only impacts the health of our local waterways but can also cause drainage issues and flooding. The City of Gaithersburg believes that private property owners can play an important role in reducing pollution and flooding and create wildlife habitat by installing small-scale stormwater projects, thereby also improving overall quality of life for the community.

The Chesapeake Bay Trust (Trust) (https://cbtrust.org/) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate, and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region.

Eligible Applicants, Property Types, and Project Locations

Single-family (including townhomes) homeowners, renters (with property owner approval), and nonprofits, including religious institutions, private schools, homeowners associations (HOA) and condominium associations, can receive up to a total of $5,000 per property owner in rebates for the approved projects described in the Eligible Practices/Project Types and Criteria section below.

Projects **must** be located within the incorporated City of Gaithersburg limits. Verify your residency on this map: gburg.md/StormwaterProgramFee. For properties located in Montgomery County outside of the incorporated City of Gaithersburg limits, please visit the Montgomery County RainScapes Rebate program at https://www.montgomerycountymd.gov/department-environmental-protection/property-care/rainscapes. For properties located in the City of Rockville, please visit the City of Rockville RainScapes Rebate program at https://cbtrust.org/grants/rockville-rainscapes-rebate/.

Eligibility criteria:

- Projects must be installed at a private single-family (including townhomes) residence, homeowners association, condominium association, housing cooperative or other non-profit property located in the City of Gaithersburg. Rental properties are allowed with prior approval from the property owner.
- Projects will not qualify for rebates if they are partially or completely finished before approval.
- Projects are not eligible if they are associated with permit approval requirements for new building construction, additions, or renovations.
- Applicants are responsible for obtaining any required HOA approvals, permits or other permissions related to their project.
- All requirements must be met as outlined in the program documents and in the approved application. All decisions are final and are at the sole discretion of the City of Gaithersburg.

Eligible Practices/Project Types and Criteria

Eight types of stormwater practices are eligible for rebates under the City of Gaithersburg RainScapes Rewards Program. These eight practices are defined on the following pages. The eight practices include: rain barrels, cisterns, conservation landscaping, rain gardens, tree canopy installation and removal, pavement removal, permeable pavers, and soil tests. Each project must be pre-approved and meet the practice's criteria and minimum project size requirements (Table 1) to qualify for a rebate. In addition, to learn about each practice to help decide what may work best for you and the steps needed to attain a rebate, applicants should review the fact sheet and guidelines document for each practice which can be found at https://cbtrust.org/grants/city-of-gaithersburg-rainscapes-reward-program/. Knowing about the use of each practice and how to maintain them so they look beautiful and continue to function as designed is important; see Appendix A for details on pre-approval requirements for each project type.

Table 1. Minimum Project Size Requirements

RainScapes Reward Practice/Project Type	Minimum Project Size for Properties
Rain Barrel	50 gallons
Cistern	250 gallons
Rain Garden	75 square feet
Conservation Landscaping	200 square feet
Tree canopy	For understory trees: In a 5-gallon pot, at least 5 ft. tall, or at least ½ inch diameter For canopy trees: In a #7 pot, at least 8 feet tall, or at least 1 inch diameter
	For invasive tree removal: At least two inches in diameter four inches from the ground
Pavement Removal	100 square feet
Permeable Pavers	100 square feet
Soil Tests	n/a

Rain Barrels

Rain barrels (Fig. 1 & 2) are containers used to collect a portion of the rainwater that flows from your rooftop and stores it for uses such as watering your lawn and garden. By capturing water from downspouts that would otherwise discharge onto a paved surface, rain barrels can reduce the amount of polluted stormwater runoff reaching local streams. You can build your own rain barrel or purchase a pre-assembled rain barrel and install it yourself. Rain barrels are sold at most major hardware stores, garden centers and online vendors. A range of materials, designs, and colors are available.

For all property types, the rain barrel must capture at least 50 gallons of rainwater. Additional requirements include:

- Inlet connected to a downspout
- Secure lid and screen for safety and mosquito control
- Overflow drainage outlet
- Water access tap
- Positive drainage leading at least six (6) feet away from any foundation and must not change the pre-existing flow path of stormwater
- Solid, level support base
- If re-purposing a barrel, it needs to be food grade.

Figures 1 & 2. Rain Barrels installed through the City of Rockville RainScapes Rebate Program.

Cisterns

A cistern (Fig. 3) is a sealed tank used to collect rainwater that flows from your rooftop and stores it for non-potable, exterior uses, such as landscape irrigation and car washing. Generally larger than rain barrels, cisterns have capacities ranging from 250 gallons to several thousand gallons and can collect water from several downspouts from a single roof or from multiple roofs.

For all property types, the cistern must capture at least 250 gallons of rainwater. Additional requirements include:

- Required elements:
    - Inlet connected to a downspout
    - Secure lid and/or screen for safety and mosquito control
    - Water spigot at the bottom of the cistern for releasing water
    - Made of hard plastic or wood, no bags
    - Overflow with pipe that releases water on to the ground
    - Clear access for cleaning the inlets when necessary
    - If re-purposing a cistern, it needs to be food grade
- Location requirements:
    - Must be above ground
    - Must be on private property
    - Installed on a solid, level support base
    - Overflow must drain onto a pervious surface (grass, garden, etc.) or back into the downspout

- Overflow drainage outlet must be directed a minimum of 4 feet away from building's foundation
- Positive overflow drainage outlet must be directed a minimum of 4ft away from building's foundation and must not change the pre-existing flow path of stormwater
- After application submission, you will be contacted for a preliminary inspection to ensure site suitability

Figure 3. Cisterns installed through the City of Gaithersburg RainScapes Reward Program.

Rain Gardens

A rain garden (Fig. 4) is a shallow planted depression that uses water-tolerant native plants and landscaping to treat stormwater flowing from downspouts or hard (impervious) surfaces, such as your driveway, patio, or sidewalk. Rain gardens allow water to slowly soak into the ground, reducing the amount of water that flows directly into nearby storm drains, creeks, or rivers. Rain gardens are an aesthetically attractive, low-tech, and inexpensive way for homeowners, communities, and businesses to help reduce stormwater pollution in local streams and rivers.

For all property types, the rain garden must be at least 75 square feet. Additional requirements include:

- Location requirements:
  - Must be on private property. No projects are permitted in the public right-of-way (area between sidewalk and street)
  - Downhill from buildings and at least 10ft away from foundations
  - Not over utilities (water, gas, electric)
    - Offset a minimum of 36 inches for gas and 18 inches for everything else
  - Overflows onto pervious surface (grass, garden, etc.) for at least 10ft before reaching impervious surface (driveway, sidewalk, etc.)
  - Receives stormwater runoff from an impervious surface
  - Does not back up water onto a neighbor's property
  - Does not redirect existing flow of water to a paved surface or a neighbor's property
  - Soil must pass a percolation test (See "How to Do a Perc Test")
    - Percolation rates from 0 - 36 hours require amending the soil with mature compost to a depth of 12-inches (below the 6-inch ponding depth)

        - Percolation rates over 36 hours indicate an unsuitable location for a rain garden. In this case, a conservation landscape with 3 inches of temporary ponding may be a better option
    - Projects within close proximity of large canopy trees will be approved on a case-by-case basis
    - After application submission, you will be contacted for a preliminary inspection to ensure site suitability.
- Design and installation requirements:
    - Install according to the RainScapes Rain Garden Manual and program requirements.
    - Should be sized to treat a minimum of 1.2 inches during a 24-hour storm event. Treating 2.7 inches over a 24-hour storm event is encouraged. Use the rain garden sizing table in the Rain Garden Project Guidelines Document to size your project.
    - Soil must be decompacted by at least 18" and amended with 2" of mature compost.
    - A planting plan and plant list must be submitted and approved
        - Plan must contain a graphic scale and show plant locations
        - List must include plant varieties, quantities and sizes.
        - Use a minimum of 75% of native plants (cultivars are accepted). 25% of plants used can be non-native, but they must be non-invasive, including groundcovers.
    - Documentation of a percolation test, using this guide: https://www.montgomerycountymd.gov/department-environmental-protection/property-care/rainscapes/rainscapes-how-do-soil-percolation-test
    - Use the following plant spacing guide to create full ground coverage within 1-2 years:
        - 12"-18" spacing for perennials
        - 36"-48" spacing for shrubs
    - Plant container size must be a quart or larger. Landscape plugs (2" x 5") may be approved on a case-by-case basis, typically for groundcovers. Seeding is not allowed.
    - Apply 2"-3" of natural, un-dyed mulch to finished garden.
    - Don't use artificial weed fabric (newspapers are okay), and no plastic sheeting (impermeable weed barrier) will be permitted in the converted area.
    - Buried downspout extension pipes are discouraged.
        - If necessary, they need to be installed with a downspout overflow (PVC Y Connection).
        - If pop-ups are used, they should follow RainScapes pop-up specifications.
    - Project should be installed in appropriate weather conditions (not directly before or after a rain event) utilizing proper sediment control procedures.
    - Call 1-800-MISS-UTILITY (1-800-257-7777) before you dig!

Figure 4. A rain garden installed through the Prince George's County Rain Check Rebate Program.

Tree canopy

Tree canopy rebates include planting native trees with the option to remove invasive trees. Removing invasive trees is important in preserving habitats and biodiversity. Planting native trees (Fig. 5 & 6) is an easy, affordable, and sustainable way to positively affect the environment. Trees reduce stormwater runoff, improve air quality, provide wildlife habitat, and provide shade and energy savings. Large canopy trees, such as oaks, cherries, willows, hickories, and walnuts are recommended because they provide the greatest benefits. However, smaller understory trees may be appropriate in certain locations and also play an important role in wildlife habitat.

For all property types, the following requirements for trees must be met:

Native Tree Planting Requirements:

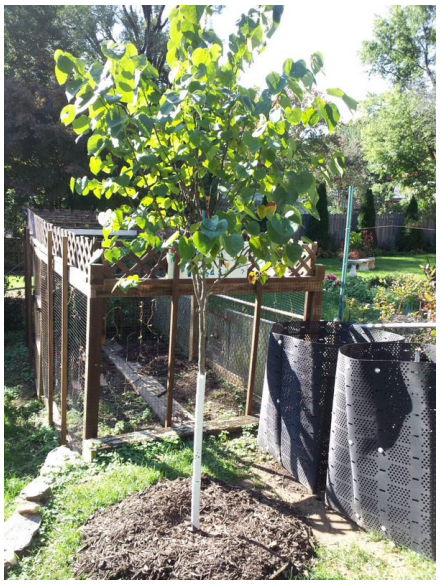
- Trees must be planted on private property, not within the public right-of-way or easement area and at least 15' away from structures. Call 1-800-MISS-UTILITY (1-800-257-7777) before you dig!
    - Trees must be planted after September 15th and before May 30th (fall, winter or spring).
    - Trees must be native to Chesapeake Bay watershed and comply with the city's species restrictions.
    - Trees must meet *at least one* of the following size criteria:
        - For understory trees:
            - In a 5-gallon pot
            - At least 5 ft. tall
            - At least ½ inch diameter
        - For canopy trees:
            - In a #7 pot
            - At least 8 feet tall
            - At least 1 inch diameter
- Follow step by step planting instructions from Reforest Montgomery: https://montgomeryplanning.org/wp-content/uploads/2020/10/Tree-Infographic-PDF.pdf.
- 3" to 4" mulch layer extending at least 2' from trunk, preferably to drip line of branches.
    - *Do not pile mulch on the tree trunk. The top of the root flare needs to be slightly above ground level.*
    - Stake trees for the first six months, then remove
    - Use tree guards or fencing to protect trees from deer.
- Water thoroughly right after planting. For approximately the first two years after planting, ensure the surrounding soil is moist, but not soggy. Sign up for Reforest Montgomery Water Alerts: https://lp.constantcontactpages.com/sl/ybrV8Wm.

Invasive Tree Removal Requirements:

- Must be confirmed as one of the following non-native, invasive tree species:
    - Norway Maple (*Acer platanoides L.)*
    - Tree-of-Heaven (*Ailanthus latissimus*)
    - Silk Tree (*Albizia julibrissin*)
    - Paper Mulberry (*Broussonetia papyrifera*)
    - White Mulberry (*Morus Alba*)
    - Princess Tree (*Paulowina tomentosa*)
    - Callery Pear (*Pyrus calleryana*)
    - Sawtooth Oak (*Quercus acutissima*)
- Invasive trees must be at least two inches in diameter (at four inches above ground) to qualify for a tree removal rebate. Young and emergent trees are not eligible but can be easily removed by the homeowner.

More information on young tree removal can be found here: https://extension.umd.edu/resource/invasive-tree-control/.

- Must follow one of the recommended removal methods by the University of Maryland Extension Program: https://extension.umd.edu/resource/invasive-tree-control/
    - Eligible practices include Cut and Grind (C&G), Pull/Dig (PD), Cut and Paint/Spray (C&P/S), Hack & Squirt (H/S). See extension for removal methods best for specific species.
    - Burns (B) as a tree removal method are not eligible.
- The removed invasive tree must be replaced with a native tree. Replacement trees must be planted at least six feet away from the location of the removed tree or can be placed anywhere else on the property. More details on replanting a tree can be found here: https://blog.davey.com/is-it-ok-to-plant-a-tree-in-the-same-spot/



Figures 5 & 6. Native trees planted in the City of Rockville RainScapes Rebate Program.

Pavement Removal

Pavement removal (Fig. 7) can restore the natural processes by allowing rainwater to soak into the ground, replenish groundwater and reduce the amount of stormwater runoff that causes flooding and carries pollutants. This helps reduce pollutants that would otherwise enter streams and rivers with runoff are treated and filtered through the natural processes that occur during infiltration.

For all property types, 100 square feet is the minimum size of pavement that must be removed. Additional requirements include:

- Must be existing impervious surface (walkway, patio, excess driveway etc.)
- Must be on private property. Public sidewalks or other impervious surfaces found in a right-of-way or easement area cannot be removed
- Does not divert water from the existing flow path or back up water onto a neighbor's property
- Call 1-800-MISS-UTILITY (1-800-257-7777) before you dig!
- Required Design/Installation Elements:
    - Removal of pavement and compacted sub gravel base
    - Soil Improvement

1. Loosen the soil to a depth of 9-12 inches with a tiller, rake, or shovel. If tree roots are present in the project area, loosening soil with a tiller is not recommended.
2. Add 2 inches of mature compost to the soil.
3. Mix compost into the soil using the tiller, rake, or shovel.

- Replacement Option 1: Conservation Landscaping ($7/sq. ft.)
  - ¾ of the plants must be native plants (https://www.allianceforthebay.org/native-plant-center/) or cultivars to the Chesapeake Bay watershed.
  - Plan must **not** include any non-native invasive species.
  - Mulch layer of 3 to 4 inches to inhibit weed growth, prevent soil loss, and retain moisture. No plastic sheeting (impermeable weed barrier) is permitted in the converted area.
- Replacement Option 2: Sod ($3/sq. ft.)
  - Replace with sod only. Seed is not permitted.
  - Important Reminders:
    - Do not leave soil uncovered for more than 7 days.
    - Water sod immediately after installation and keep moist during the rooting process (2-3 weeks).
    - Do not allow sod to dry out either during storage or after installation.

Figure 7. Pavement removal project before and after in the City of Rockville RainScapes Rebate Program.

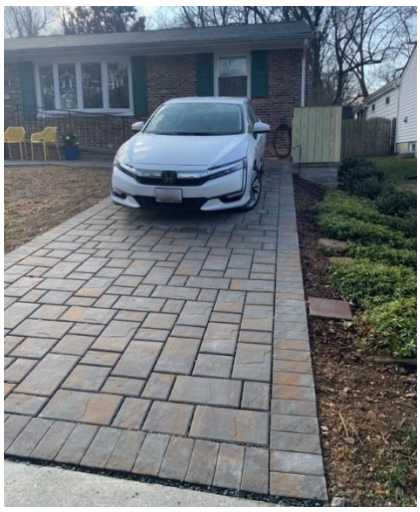
Permeable Pavers

Permeable pavers (Fig. 8 & 9) refer to a system of interlocking concrete pavers, installed in such a way, that allows water to filter through the gaps between the pavers to the specially prepared gravel layers and infiltrate into the ground (Fig. 10). Conventional driveways or patios made of impermeable asphalt or concrete do not allow water to pass through and direct stormwater toward storm drains, streams, and ponds. In many areas, the amount of stormwater generated from impervious surfaces is so large that it can exceed the capacity of storm drains, resulting in localized flooding. In addition, stormwater runoff contributes to stream pollution and erosion. The replacement of conventional concrete or asphalt with permeable pavers helps to reduce these impacts.

For all property types, 100 square feet is the minimum size of permeable pavers to be installed. Additional requirements include:

- Must be on private property. Public sidewalks or other impervious surfaces found in the right-of-way cannot be removed.

- Does not divert water from the existing flow path or back up water onto a neighbor's property.
- Minimum size: 100 square feet.
- Required Design/Installation Elements:
    - Installed by a contractor certified by the Interlocking Concrete Pavement Institute (ICPI) (*now Concrete Masonry & Hardscapes Association (CMHA))* in Permeable Interlocking Concrete Pavement (PICP) or approved equivalent course ***or*** an experienced contractor who has submitted a portfolio of permeable paver projects.
    - Meets all guidelines found in the City of Rockville Permeable Pavement Design Guide.
    - Passes a perc test. (See "How To Do a Perc Test": https://www.montgomerycountymd.gov/department-environmental-protection/property-care/rainscapes/rainscapes-how-do-soil-percolation-test). Perc rates from 0-36 hours are ideal. Perc rates over 36 hours indicate poor draining soils and require an underdrain.
    - A downspout filter must be used if the downspout is connected to the pavement.
- A site development permit will be required. Visit gburg.md/site-permits for information on the site permit.
- Call 1-800-MISS-UTILITY (1-800-257-7777) before you dig!



Figures 8 & 9. Permeable Pavers installed through the City of Rockville RainScapes Rebate Program.

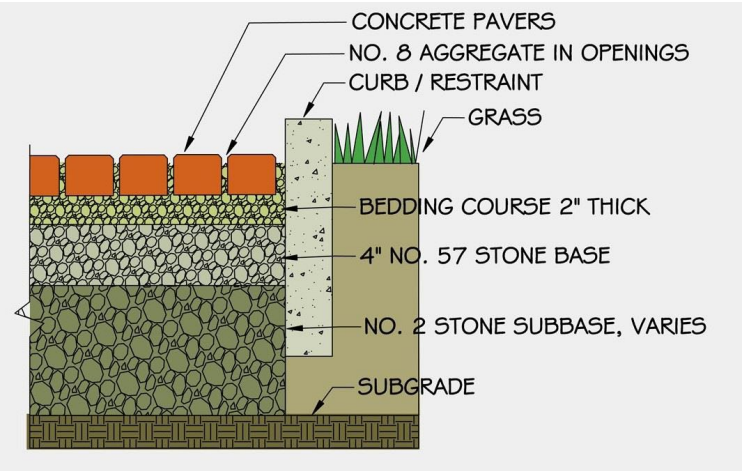


Figure 10. Cross-section of a typical residential permeable paver driveway or patio. Design may vary depending on site.

Conservation Landscaping

Conservation landscaping (Fig. 11 & 12) is a low-cost, sustainable alternative to traditional landscaping that replaces lawns, bare soil or non-native invasive plants with plants native to the Chesapeake Bay region. Native plants have deeper root systems that absorb more stormwater, reduce erosion, increase infiltration, and are more drought resistant than turf grass or ornamental species and provide beneficial habitat for pollinators like butterflies and honeybees.

For all property types, 200 contiguous square feet is the minimum size for conservation landscaping. Additional requirements include:

- Project area must not be in a right-of-away or easement area. Call 1-800-MISS-UTILITY (1-800-257-7777) before you dig!
- A planting plan is required that includes:
    - Sketch of the area drawn at 1" = 10', 1/8" = 1', or ¼" = 1'
    - Plant species, container size and quantities
    - Planting densities
    - Plant material source
    - Soil amendments (if any)
    - Maintenance plan
- At least three-quarters (75%) of the plants must be native plants or cultivars to this ecoregion.
- A two-inch mulch layer is required to inhibit weed growth, prevent soil loss, and retain moisture.
- The plan must not include any species from the following invasive species lists:
    - Montgomery County invasives of concern: https://assets.montgomerycountymd.gov/files/invasive-plants.pdf
    - Center for Invasive species and Ecosystem Health & Maryland Cooperative Extension: https://www.invasive.org/species/list.cfm?id=110
    - Any additional species identified by the City of Gaithersburg
- No plastic sheeting (impermeable weed barrier) will be permitted in the converted area.
- Guidelines for Soil Improvements:
    - Loosen the soil to a depth of 9-12 inches with a tiller, rake, or shovel.
    - If tree roots are present in the project area, loosening soil with a tiller is not recommended as this may damage roots.
    - Add 2 inches of mature compost to the soil.
    - Mix compost into the soil using the tiller, rake, or shovel.

Figures 11 & 12. Conservation landscaping completed in the City of Rockville RainScapes Rebate Program.

Soil Tests

Soil testing is the best way to understand the health & fertility of your soil. Once the make-up of the soil has been identified, the results can be compared to match the soil's needs with the homeowner's desired results. This is particularly important in organic lawn care because it is more challenging to keep weeds out without the use of pesticides. Soil testing helps homeowners learn about and add only what is necessary to keep soil healthy & maintain a good-looking lawn organically.

For all property types:

- Detailed description of the soil test you will be submitting (lab, nutrients measured etc.)
- Submit itemized receipts (tax will be subtracted)
- Submit soil test results

Maintenance Information

For information about maintenance of your RainScapes Reward practices, please visit the link corresponding to your project type:

Conservation Landscaping and Rain Garden Manual and Maintenance

Pavement Removal Manual and Maintenance

Permeable Pavers Manual and Maintenance

Rain Barrel and Cistern Manual and Maintenance

Reward Allowable Costs

Each of the eight practices supported by the City of Gaithersburg RainScapes Reward Program has its own rebate allowance (Table 2). The total maximum rebate amount is $5,000 per property owner for residential properties and not-for-profits, including religious institutions, private schools, homeowners' associations, and condominium associations. If an existing property owner received $2,500 of rebates and sells the property, the new property owner is eligible for $5,000 in rebates. An applicant may complete multiple projects until the total maximum rebate amount is met.

The rebate amount will be dependent upon final project size and receipts/invoices for costs associated with the project. The rebate amount will be the maximum rebate allowed or the actual costs, whichever is lower. **A rebate request cannot exceed the cost of the project. Sales tax will be deducted from all receipts.**

Only costs associated with the stormwater functions of a project and its permits are eligible for reimbursement. Related structural features of a project that do not directly play a role in the treatment of stormwater are not eligible for a rebate (e.g., benches, decorative items such as boulders, walkways, bridges, and other similar items that do not support the stormwater function of the project). Itemized, detailed receipts and invoices must be submitted to the Trust upon the completion of the project. Receipts should only include costs associated with the project for which the rebate is being requested or be **clearly marked** to indicate costs associated with the project. **For property owners that implement the project on their own, please contact the Trust to confirm allowable and unallowable costs prior to purchasing**.

Applicants are not eligible for a rebate under this program if the project is part of the permit approval requirements for new building construction or renovations or if the property is located within a municipality that has a similar rebate program for stormwater management projects.

Maximum Reward Amounts per Practice

Residential or Not-for-profit Organization Property Owners

Total Maximum Reward Amount for the Property: The total maximum rebate amount is $5,000 per property owner for residential properties and not-for-profits, including religious institutions, private schools, homeowners associations and condominium associations. If an existing property owner received $2,500 of rebates and sells the property, the new property owner is eligible for $5,000 in rebates. An applicant may complete multiple projects until the total maximum rebate amount is met.

Maximum Request Amount for Practices Installed on Property: See Table 2 below for maximum rebate amounts per project type. In addition, some of the eight RainScapes Reward practices have a minimum project size requirement. Refer to the "Eligible Practices/Project Types and Criteria" section above for details. An applicant may complete multiple projects until the total maximum rebate amount for the lifetime of the property is met.

Table 2. Maximum Rebate Amounts per Project Type

City of Gaithersburg RainScapes Reward Practice/Project Type	Maximum Reward Amount per Project Type
Rain Barrel	$1 per gallon stored
Cistern	$1 per gallon stored
Rain Garden	$10 per square foot
Tree Canopy	$150 per invasive tree removed
	$100 per native understory tree and $150 per native canopy tree planted
Pavement Removal	$7/square foot if replacing pavement with conservation landscaping or $3/square foot if replacing with sod
Permeable Pavers	$14 per square foot in addition to the cost of Gaithersburg permit fee
Soil Test	$20 per soil test, with a maximum of two rebates per year for up to $40 per property
Conservation Landscaping	$6/square foot with soil improvement or $5/square foot without soil improvement

Timeline

Projects must be completed within 12 months from the date that the application was submitted. Requests to extend the project completion period are often allowed and will be reviewed on a case-by-case basis.

Deadline

Applications for the City of Gaithersburg RainScapes Reward Program are accepted on an on-going basis (also called a "rolling program"). Funds are available on a first-come, first-served basis until funds are fully expended for the given fiscal year. Check our website at https://cbtrust.org/grants/city-of-gaithersburg-rainscapes-reward-program/ for the most up to date information about the status of this rolling program.

Application Process

1. **Verify Residency:** Not all Gaithersburg addresses are qualified residents. Check to make sure you're a resident by using our address check map: gburg.md/StormwaterProgramFee.
2. **Review Project Guidelines:** Review the instructions and Design Guidelines for the project type you are planning to install. Projects must meet these criteria to receive a rebate. These guidelines are included in the Project Guidelines section.
3. **Fill Out and Submit an Application:** Please review the Application Submission Instructions Section below.

Contact

Contact the Chesapeake Bay Trust's RainScapes Reward Coordinator at (410) 974-2941 or gaithersburgrebate@cbtrust.org.

Application Submission Instructions

Online Application

We have a new online award management system, hosted by SmartSimple! The Trust uses this online system for the application process, and if awarded, project management. **Please login to SmartSimple to access your awards and applications.**

To begin an application, please go to https://cbtrust.org/grants/city-of-gaithersburg-rainscapes-reward-program/ and click on "**Get Started**." This will take you to the SmartSimple portal, where you can log in or create an account. If you have applied to the Trust previously, your profile will be set up in SmartSimple. To access it please enter the same email you used in our former system (Blackbaud), then click '**forgot password**', and follow the prompts to create a new password. If you are new to the Trust, please click on the blue "**Register**" button on the login screen. Once logged in, navigate to "**Funding Opportunities**" and select the Prince George's County Rain Check Rebate Program.

A preview of the online application is available here: https://cbtrust.org/wp-content/uploads/Rebate-Application-Form_FY27.pdf.

See https://cbtrust.org/login for help setting up your account and finding funding opportunities.

Paper Application

To apply via paper application, download the application form at https://cbtrust.org/grants/city-of-gaithersburg-rainscapes-reward-program/. Contact us to get a copy mailed to you. Completed paper application forms must contain the original signatures of the applicant and should be mailed to the following address:

City of Gaithersburg RainScapes Reward Program
Chesapeake Bay Trust
108 Severn Avenue
Annapolis, MD 21403

Appendix A: Required Pre-Approval Documents

Each eligible project must be pre-approved by the Gaithersburg RainScapes Reward team prior to installation. This appendix details the documents and information typically required as part of the pre-approval process for each project type. Pre-approval is obtained upon the review and approval of the documents and project information by the program team. Please note that each project and project site is unique and therefore additional information and/or clarification may be necessary on a case-by-case basis.

Project Type	Required Pre-approval Documents
Rain Barrel	• Photos of locations barrels will be installed (up to five). • Rain barrel description may be submitted as a link in a word document or PDF of planned purchase.
Cistern	• Photos of the project site (up to five). • Location plan; indicate foundation area and plan (materials, thickness, width, drainage, etc.) • Cistern description, which may be submitted as a link in a word document or PDF of planned purchase. A plan for winter drawdown/emptying, safe overflow, and mosquito management
Rain Garden	• A plant list that includes plant species, sizes, and quantities. • A diagram of the planting area showing plant spacing and density. Photos of the project site (up to five).
Conservation Landscaping	• A plant list that includes plant species, sizes, and quantities. • A diagram of the planting area showing plant spacing and density. • Photos of the project site (up to five).

Tree Canopy (Native Tree Planting & optional Invasive Tree Removal)	• Photos of locations trees will be planted (up to five).
	• Diagram showing where trees will be planting and distances from structures, street, etc.
	• If removing an invasive tree for an additional rebate:
	  ○ Photos of invasive tree(s) to be removed. These photos should include at least one close-up of a leaf or bud of the tree, confirmation of the diameter, and one photo of the bark.
	  ○ Description of removal method. (Ex. Contractor quote with scope of work or a description of product and methods to be used if Do-it-Yourself (DIY))
	  ○ Proof of permit. Permit can be obtained through the city at https://www.gaithersburgmd.gov/services/permitting-inspections/general-permits/tree-removal-permits

Pavement Removal	• Photos of the project site (up to five).
	• If replacing with conservation landscaping...
	  ○ A diagram of the planting area showing plant spacing and density.
	  ○ A plant list that includes plant species, sizes, and quantities.

Permeable Pavers	• Photos of project site (up to five). • Proof of contractor PICP (Permeable Interlocking Concrete Pavers) training course through Interlocking Concrete Paver Institute (ICPI) (https://www.masonryandhardscapes.org/) or approved equivalent course *or* a contractor portfolio showing at least 5 permeable paver projects • Project proposal and/or a letter from your contractor stating that the project will be installed according to the design guidelines referenced above and ICPI standards. • Documentation of a percolation test. Template available here: https://www.montgomerycountymd.gov/water/Resources/Files/rainscapes/How-to-do-a-Perc-Test.pdf.
Soil Test	• Photos of the project site. • Detailed description of the soil test you will be submitting

Additional Requirements
• Signed and completed Property Owner Agreement. • If applying as a renter, you will need to upload a project approval letter from the property owner. • If applying as an HOA, condominium association, or non-profit, you will need to upload a project approval letter from your organization's board.