2017 Charles County Community Watershed Assistance Grant

AT A GLANCE

The Charles County Community Watershed Assistance Grant Program will offer grants to develop programmatic initiatives and/or design on-the-ground watershed restoration projects that lead to improved water quality and natural resources. Requests may include a variety of project types that build local capacity, including small community-scale watershed assessment/action plan development, outreach and education program development, or stormwater best management practice restoration design.

Application deadline:
March 13, 2017 at 5pm

In this Application Package:
Section 1 – Goals and Criteria
Section 2 – Proposal Instructions

<u>Applicants can request funds from the following tracks:</u>

Track 1-Outreach Program Development: *$5,001 to $7,500*

Track 2-Restoration Design: *$5,001 to $12,500*

Track 3-Outreach Program and Restoration Design: *$5,001 to $20,000*

Submit your application by visiting www.cbtrust.org/CharlesCountyCWA and following the instructions.

Section 1.0 – Goals and Criteria

The Charles County Community Watershed Assistance Grant Program aims to provide accessible funds to organizations and agencies to build capacity within local groups to plan, develop, and design a variety of projects including but not limited to outreach and education programs, small community-scale watershed assessments and action plans, and stormwater best management practices (BMPs). All planning and design projects must aim to create projects that will be well positioned to request implementation funding through the Chesapeake Bay Trust's Outreach and Restoration Grant Program in 2017 or other similar implementation programs.

Applications will be accepted in one of the following tracks:

<u>Track 1 - Outreach Program Development: $5,001 to $7,500:</u> The goal of projects in this track should be to develop outreach and education programming to raise public awareness and engagement in the challenges and solutions to restoring Charles County's natural resources: local green spaces from urban to rural, parks, streams, rivers, and bays.

<u>Track 2 - Restoration Design: $5,001 to $12,500:</u> The goal of projects in this track should be to develop technical designs for stormwater best management practices (BMPs) that benefit both the community and the quality of one or more natural resources (example: native plants, trees, water).

<u>Track 3 - Outreach Program and Restoration Design: $5,001 to $20,000</u>
Projects in this track must combine the goals of Tracks 1 and 2.

The Trust seeks applications from Charles County organizations new to environmental grant-making as well as organizations experienced in awareness and restoration project planning. **<u>Applications are welcome from organizations and agencies based outside of Charles County for work in Charles County, but all applications MUST have a local partner contributing to the project.</u>** New applicants are welcome to contact the Trust for assistance in applying.

Section 1.1 – Project Types

Charles County has completed Watershed Assessments covering a large part of the county. These assessments identify water quality improvement projects, small communities in which issues can be addressed, as well as "hot spot" issues. They provide an initial list of outreach and restoration needs, and as a result, may serve as a guide for applicants as they formulate projects in any of the Tracks identified above and described in more detail in this RFP. The County assessments can be found here.

Track 1 - Outreach Program Development:

Planning efforts may focus on one or more of the activities (A-C) found below in the "Project Focus Areas." Watersheds and topics of focus can be predominantly agricultural, urban, suburban, or any combination of these land uses.

Project Focus Areas:

A. Outreach Program Enhancement: Funds are available for developing new programs, enhancing existing programs, or establishing new frameworks that promote internal and external stakeholder coordination (e.g., workgroups, advisory groups). Examples include:
    1. Education of community residents about natural resources, specifically stormwater improvement practices, such as downspout disconnection or rain barrels; proper pet waste disposal; rain gardens; pervious pavement; buffer plantings; lawn management; commercial property best practices such as proper dumpster management; and application of deicing materials.
    2. Development of restoration prioritization strategies;
    3. Implementation of new technical methods;
    4. Research and studies to support organizational enhancements;
    5. Development of written policies, procedures or guidance to support organizational enhancements;
    6. Creation or implementation of systems to promote accountability to support organizational enhancements;
    7. Training focused on addressing barriers to and innovative ideas for implementation of nutrient and sediment reduction programs; and
    8. Development of aspects of compliance monitoring assistance with inspection and enforcement programs.

B. Small Community-scale Watershed ***Assessment*** (Residential, Faith or Commercial focus): Funds are available for developing a small community watershed characterization, developing a watershed survey, and/or stakeholder engagement. "Community" may be defined as a small geographic location or as groups or types of individuals that share a characteristic, such as residential, faith, commercial or specialized business type, who may not be geographically connected. The goal of these projects is to establish a baseline of current watershed or local conditions and practices in the community, then create a framework for and identify future restoration and protection actions. Applicants must justify selection of the geographic project scale, must articulate how the award level is appropriate to accomplish goals on that project scale, and must include a map of the area to be evaluated. Watershed identification may be aided by visiting DNR's Surf your Watershed. The strongest proposals will demonstrate partnerships with other entities (e.g., county agencies, qualified consultants, business organizations, homeowner associations, and watershed groups) to ensure that the project integrates with a larger watershed plan and is supported by stakeholders.

C. Small Community-scale Watershed ***Action Planning*** (Residential, Faith or Commercial focus): Funds are available for small community action plans in cases in which a small community assessment has been completed. Applicants must justify selection of the project scale, must articulate how the award level is appropriate to accomplish goals on that project scale, and must include a map of the area to be evaluated. The strongest proposals will demonstrate partnerships with other entities (e.g., county agencies, business organizations, home owner associations, and watershed groups) to ensure that the project integrates with a larger watershed plan, and is supported by stakeholders. Action plans should:
    a. Include elements such as specific restoration and protection activities, green infrastructure plans, stormwater improvement practices, and strategies for behavior change.
    b. Address expected implementation costs.

Track 2 - Restoration Design: $5,001 to $12,500: Eligible project types include bioretention cells, large-scale rain gardens, other stormwater BMPs, environmental site designs, tree canopy/streamside buffer enhancement, impervious surface removal, marsh/wetland creation, living shorelines, and any of the suite of agricultural water quality BMPs including fencing and buffers. Although water quality and water quantity problems often intersect, proposed projects that solely manage water *quantity* will not be competitive in this program.

Proposals must include the following elements:

- Indication as to whether or not the project is included in an existing watershed action plan and description for how the project and site were selected.

- A conceptual site plan sketch, a map of the drainage area that the proposed design will treat, and photo(s) of the restoration site must be included. The drainage area map must delineate the location of impervious surfaces, and indicate the land use, such as agricultural, residential, or commercial. Applicants are strongly encouraged to contact the appropriate department at Charles County during the conceptual design phase.
- Letters of support and permission from each landowner impacted by the project if land owned by an entity other than the applicant, or if access is required for construction or maintenance. Projects on individually owned private land will be considered. Preference will be given to proposals where landowner has demonstrated long-term commitment to keep and maintain the project.
- Qualifications of the group(s) proposed to undertake the design must be described.
- A plan for implementation of the project, including actual or potential sources of funding, must be provided. In addition, stronger applications will address sustainability questions such as: 1) how and when will the project ultimately be implemented? and 2) what is the source of construction funding?
- A detailed scope of design work with a detailed budget.

Deliverables for Track 2 projects must include the following elements:

- A document package including designs and specifications that are at least 90% complete that must be permittable by the Charles County Department of Planning and Growth Management (phone number: 301-645-0627) and all other appropriate local, state, and federal entities.
- Planting plans that specify native plants only as well as use of pollinator plants to the extent possible.
- Description of drainage area information including a map, the total drainage area size in acres, the estimated acres of impervious area treated, and the estimated pounds of nitrogen, pounds of phosphorus, and tons of sediment to be reduced per year. The drainage area map must delineate the location of impervious surfaces, and indicate the land use, such as agricultural, residential, or commercial. Site details (e.g., topographic lines, roads, land uses, and soils) are available at the Water Resources Registry where you can create an output with the desired metrics requested. For assistance estimating nutrient load reductions, visit DNR's Nutrient Load Calculator.
- Description of land use and restoration activity upstream from project that may impact or be impacted by proposed project.
- Preference will be given to projects that sufficiently address land uses upstream of the project and any upstream restoration activities or other changes in land use that may occur.

Track 3 - Outreach Program and Restoration Design: $5,001 to $20,000 Projects in this track should combine the goals of Track 1 and 2. Applications to this track must address the criteria listed in chosen focus area in Track 1 and all elements listed Track 2.

Section 1. 2 – Eligible Applicants

The Trust seeks requests from the following types of Charles County organizations:

- 501(c)3 Private Nonprofit Organizations
- Faith-based organizations
- Community Associations
- Service, Youth, and Civic Groups
- Soil/Water Conservation Districts & Resource Conservation and Development Councils
- Forestry Boards
- Public and Independent Higher Educational Institutions

Applications are welcome from organizations and agencies located outside of Charles County, but all applications MUST have a local partner contributing to the project.

If your organization category is not listed above, contact the Trust to verify eligibility prior to submitting your application. Applications submitted from organizations outside of these categories may not be eligible for funding.

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 communities of color and/or that improve watershed health in communities of color.

The strongest proposals will show committed partnerships that provide funding, technical assistance, or other in-kind services to support the successful implementation of the project. An Executive Officer and Project Officer, two separate individuals from the same organization, must be identified for all proposals. The Executive Officer and Project Officer must be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position. The project officer will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The Trust cannot conduct any official correspondence with contractors, consultants, or other project partners. If at any time the Project Officer cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Officer. To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

Section 1.3 – Eligible Budget Items

Eligible budget items include, but are not limited to:

- Staff time and consultant costs: Staff and consultant time that directly support project-related tasks will be considered upon review of a detailed description of the deliverables, scope of work, and hours spent per project task by a proposed staff person(s) and/or consultant. Benefits must be listed in a separate line (do not combine with salary) and hours and the percent time devoted by each staff member to the project must be shown. Salary costs must match payroll costs: Hourly rates may not include any other cost, such as benefits, indirect costs, or indirect costs. Those costs, if requested, must be listed separately.
- Indirect costs: This line item may not exceed 10% of the sum of direct costs requested. Refer to the Trust's Indirect Cost Rate Policy document for more information about indirect costs.
- Other costs associated with developing a project design, watershed plan, or program, upon justification of costs.

Ineligible budget items include, but are not limited to, costs associated with lobbying and political activity.

Match requirements:

- Cash and in-kind match are not required, but match is a criterion on which the project will be evaluated. Preference will be given to projects showing matching contributions of funds or in-kind services from project partners and other sources.

Section 1.4 - Deadlines, Awards, Notifications, and Reporting

Application Submission Deadline: March 13, 2017 at 5 pm.
To apply for this grant, follow the instructions at www.cbtrust.org/CharlesCountyCWA.

Applicants must submit proposals using our Online Grants System. Applications WILL NOT be accepted after the submission deadline. **Applicants are strongly encouraged to submit at least a few days prior to the deadline** given the potential for high website traffic on the due date. The Trust cannot guarantee availability of Online Grant System technical assistance on the deadline date. First time applicants who have not yet registered to use the system should click on "New Applicant" and follow the on-screen instructions.

The Trust encourages applicants to submit draft proposals VIA EMAIL for review and comment at least two weeks prior to the deadline to solicit feedback and strengthen the submission.

Award Notification: ***Grant awards will be announced in May 2017.***
All applicants will receive an email stating the funding decision. For approved awards, the Trust will send a grant agreement letter with grant conditions. Grantees must sign and return the grant agreement with original signatures.

Reporting:
When the project is complete, the grantee is required to complete a final report, including submission of all invoices/receipts and timesheets for personnel time. Organizations with overdue final reports will not be awarded additional grants. 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.

Section 1.5 - Contact

Potential applicants are strongly encouraged to contact the Trust to discuss proposal ideas.

Chesapeake Bay Trust
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Section 2.0 – Proposal Instructions

When completing the online application process, you will be asked for the following information:

Project Title

Organization Information

A. Organization name
B. Address & Phone Number
C. Mission of Organization
D. Organization Type
E. EIN Number for non-profits

An Executive Officer and Project Officer, two separate individuals, must be identified for all proposals. The Executive Officer and Project Officer must be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position. The project officer will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The Trust cannot conduct any official correspondence with contractors, consultants, or other project partners. If at any time the project officer cannot continue in the position, the organization must contact the Trust and assign a new qualified project officer. To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

Executive Officer of Requesting Organization: You will need to provide: name, title, address, phone, and e-mail.

Project Officer: You will need to provide: name, title, address, phone, and e-mail.

Grant Information:

A. Amount of grant funding requested
B. Grant Period: enter project start and end dates
C. List the watershed in which the project will be located (from drop-down menu)
D. County location of project site
E. Latitude & Longitude (decimal format) of project site (You can use Google Maps to locate this information.)

Project Abstract

In a text box, you will be asked to provide a brief (3-4 sentences) summary of the project, including details such as type of project, project size, location, and main objectives.

Project Timeline

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

Project Deliverables

You will see a section where you will be asked to fill in estimated deliverables. Focus on the square footage of wetlands. If your project includes other relevant metrics, for example, number of trees, feel free to include those metrics.

Volunteer Involvement
Many projects in this grant program will not have a volunteer component; however, if your project includes volunteers, list the relevant activities.

Project Partnerships and Qualifications
You will be asked to enter the following information: project partner organizations, individuals, their areas of expertise, and their role(s) in your project. Include such partners such as design consultants, contractors, landowners, and technical support. Applicants are encouraged to upload a letter of support from each partner outlining the partner's role in the project.

Project Narrative Upload
You will be asked to upload an MS Word or PDF file not to exceed four (4) pages of text, excluding photos or materials such as letters of support and commitment, addressing the following questions. **We recommend that you copy and paste the questions (leaving all numbers and titles in place) to use as an outline in your narrative and to ensure that you address all questions.** Additional file attachments (no more than four files total) may also be uploaded through this component.

1) Identify your application's track (i.e., 1. Program Development, 2. Restoration Design).

2) Provide a description of the project, including details about the major tasks to be accomplished.

3) Address the following points.

a) For **Track 1: Outreach Program Development** requests:

   i. If requesting funds for outreach program enhancements, describe the internal and/or external coordination initiatives that will be undertaken, or the accounting system, tracking and reporting tools, or other new or expanded programs to be developed to enhance organizational capability.

   ii. If requesting funds for small community watershed assessment or action planning, describe the size (in acres) and type of the community on which you will be focusing and the background information known about the community, to date. Include a map depicting the watershed areas in which you intend to work, preferably as an image imbedded in the narrative but as a separate uploaded document if needed.

   iii. Describe how the project proposed will enhance local capacity in order to increase resources and improve the implementation processes to accelerate future restoration.

b) For **Track 2: Restoration Design** requests:

   i. Site: Describe how the project and site were selected. If possible, include a map locating the project in relation to the nearest waterway (waterways).

   ii. Connection to watershed plan: Is the project identified in an existing watershed assessment or action plan? If so, what is the prioritized rank of the project and/or site? Include the relevant section or reference of the watershed assessment or action plan. If the project is not included in a watershed assessment or action plan, provide justification for the selection of the project.

   iii. Concept plan: A conceptual site plan sketch of the proposed design and a photo (photos) of the site's existing conditions must be included. These items can be copied and pasted into the narrative MS Word/PDF document or they may also be uploaded as separate attachment(s) by clicking "Add."

   iv. Landowner permission: For projects planned on properties owned by an entity other than the applicant, letters of support and permission from each landowner impacted by the project must be submitted. Letters of support and permission must also be included from landowners where access is required for construction or maintenance. Preference will be given to proposals where the landowner has demonstrated long-term commitment to keep and maintain the project.

c) For Track **3: Outreach Program and Restoration Design** requests:
   i. Address all points listed under sections A and B.

4) In light of the Trust's commitment to the advancement of diversity in its grant-making, provide demographic information about the community or population involved in or served by the project. Provide your organization's experience working within the specific communities that you will be targeting. If you have not had significant experience within your targeted demographic, please explain how you intend to address this issue.

5) Describe previous or current watershed planning efforts and how the proposed project meets the goals of those efforts.

6) Describe your organization's experience in completing similar projects.

7) Is any part of your project is required under any existing or pending permit, decree, or enforcement action? (Yes or No)

   The Trust is unable to fund projects or programs that are wholly required by a separate Federal, state, or locally issued permit, decree, or enforcement action. If your project is required by a separate Federal, state, or locally, issued permit, decree, or enforcement action, describe how the proposed project exceeds the regulatory requirements. In some cases, the Trust may elect to fund optional portions of required projects that are in excess of regulatory requirements.

8) Greatest preference will be given to projects that show greatest promise to be ultimately implemented. Implementation funding will be available for Charles County projects through the Trust's 2017 Outreach and Restoration grant program (estimated deadline for submission to this grant program is September 2017). For an understanding of this programs requirements, review the FY17 Outreach and Restoration grant program Request for Proposals.
   a) If awarded funds for development/design of your proposed project, would you apply for the 2017 Outreach and Restoration grant program for implementation funds?
      i. If yes, how do the deliverables of the proposed project meet the criteria and guidelines of the implementation grant program?
      ii. If no, how do you plan to fund the outputs of your proposed project? Include prospective sources of funding.
   b) Once the project is developed/designed, who will provide leadership and partnership for implementation of proposed project?
   c) How do you plan to make the local community aware of this project(s) and engage them in the project(s)?

9) What will be the impact on the project if grant funding is not received (list a, b, or c)?

   Select your response from the following: a) We will pay for the project from other existing funding streams; b) We will continue seeking funds and the project will be delayed; or c) The project will not be implemented. Your answer to this question will not impact grant review and is asked to help inform reviewers of the process, schedule and context of implementation.

10) Scope of Work, Qualifications, and Cost Estimates: Include detailed scope of work, with specific tasks, hours associated with those tasks, and task costs to be accomplished by consultants and any internal staff (if staff time is requested). Qualifications of consultants and/or staff leads must be included. If consultants are expected to be retained for the proposed project, either (a) provide at least two cost estimates, quotes or bids for the proposed work as well as a description of the selection process or (b) describe the competitive bid process to be used or already used (in cases in which consultants are already on retainer) to procure consultants.

Budget

The Budget tab of the online form includes four components.

1) The Budget upload component - You will be asked to upload your budget using the Chesapeake Bay Trust Budget Form, an Excel file template.
   a. Copies of the form can be obtained in two ways:
      i. From the "Budget" section of the Online Funding Opportunity.

        ii. By clicking here and then clicking on 'Chesapeake Bay Trust Application Budget Form'.
    b. Be as detailed as possible, e.g., project tasks and sub-components must be listed separately.
    c. For any staff cost requests, list the percentage of overall time devoted to the project by each staff member in the budget item column. Salary costs must match payroll costs and may include no other costs. Benefits may not be combined with salary and must be listed separately.
    d. Be sure to see "Eligible Budget Items" section of this Request for Proposal.
    e. Matching resources are not required but are encouraged. Do not evaluate volunteer hours in terms of dollars. Indicate whether each match entry is applied for, pledged, or in-hand.

2) Budget Category Information - You will be asked to enter budget category totals in the online portion of the applications. These totals will have been automatically calculated in the Chesapeake Bay Trust Budget Form.
3) Personnel/ Consultant Request Description – If personnel and/or contractual costs are requested, use this component of the budget tab to provide detailed scopes of work. Err on the side of providing too much information.
4) Additional Budget Justification - Use the budget justification section to provide a budget narrative. The narrative should include, in addition to general budget justification information, the following: (a) detailed justification for staff cost requests, if requested, including a specific scope of work, specific tasks, and hours associated with those tasks and (b) the source of any construction cost estimates. If you will contract with a consultant and have a proposed scope of work, attach it to your application.