2017 City of Gaithersburg
Community Watershed Assistance Grant

Section 1.0 – Goals and Criteria

The City of Gaithersburg Community Watershed Assistance Grant Program aims to provide accessible funds to organizations and agencies to build capacity within local groups to plan and develop designs for a variety of stormwater best management practices (BMPs) and restoration project efforts. All design proposals must aim to create restoration 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:

Track 1 – Rainscapes Rewards Program Project Design: $500 to $7,500: The goal of projects in this track should be to plan and develop designs for conservation landscaping, rain gardens, and rainwater collection/harvesting with rain barrels and cisterns.

Track 2 - Restoration Project Design: $5,001 to $17,500: The goal of projects in this track should be to develop technical designs for BMPs outside of conservation landscaping, rain gardens, and rainwater collection/harvesting that benefit both the community and the quality of one or more natural resources. BMP examples include bioretention areas, streamside forest buffers, urban tree canopy expansion, green roofs, structural controls to reduce pet waste and litter, and improvements to existing underperforming stormwater treatment practices.

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

Section 1.1 – Project Types

The City of Gaithersburg has completed watershed restoration plans for the subwatersheds within the city limits. These plans can be found online and provide the roadmaps that will help meet the city's watershed restoration goals to limit pollution to the Potomac River and the Chesapeake Bay. The watershed implementation plans provide an initial list of restoration needs, and as a result, may serve as a guide for applicants as they formulate projects ideas. Design projects that include educational components are preferred.

Track 1 - Rainscapes Rewards Program Project Design:

Eligible project types include the planning and design development for conservation landscapes, rain gardens, and rainwater collection/harvesting systems. Applicants in this track must create designs that follow the City's Rainscapes Rewards Program requirements. The City's Rainscapes Rewards program does not currently include rain gardens;

applicants who wish to apply for rain garden funding shall create designs that follow the [Montgomery County Rainscapes design requirements](#) for rain gardens.

Conservation landscape and rain garden projects must propose to remove turf grass, impervious surface, and/or non-native invasive species and then to plant native species in the same location, in accordance with each practice's design requirements. Project areas must be more than 200 contiguous square feet in size.

Rainwater collection/harvesting systems must collect a minimum of 40 gallons per rain barrel or cistern.

Projects are encouraged to focus on highly visible projects that can serve as a demonstration to neighbors. Project applications seeking to install multiple Rainscapes practices throughout the City are preferred.

Track 2 - Restoration Project Design:

Eligible project types include bioretention areas, streamside forest buffers, urban tree canopy expansion, green roofs, other stormwater BMPs, structural controls to reduce pet waste and litter, and improvements to existing underperforming stormwater treatment practices. For more robust outcomes, proposals in this track may also include components of Track 1 projects (Rainscapes Rewards Program projects). 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 City watershed plan and description of how the project and site were selected including how the project engages and connects to the local community.
- Letters of support and permission from each landowner impacted by the project if land is owned by an entity other than the applicant. Projects on individually owned private land will be considered. If letters of support are not available at time of application and funding is awarded for your project, letters of support may be required before all funds are released.
- A conceptual site plan sketch, a map of the drainage area that the proposed design will treat, and photo(s) of the restoration. The draft 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 City of Gaithersburg Stormwater Management Division (phone number: 301-258-6370) during the conceptual design phase.
- A detailed scope of design work and a detailed budget including 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?
- Qualifications of the group(s) proposed to undertake the design must be described.

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 City of Gaithersburg Permitting and Inspections division (phone number: 301-258-6330) and all other appropriate local, state, and federal entities.
- Planting plans that specify native plants as well as use of [pollinator plants](#) to the extent possible.
- Letters of support and commitment from each landowner impacted by the project if land is owned by an entity other than the applicant, or if access is required for construction or maintenance, committing to long term maintenance of the project after construction. Projects on individually owned private land will be considered.
- **For Track 1 Applications Only:** A conceptual site plan sketch, a map of the area that shows project context, and photo(s) of the restoration site must be included. Applicants are strongly encouraged to contact the City of Gaithersburg Stormwater Management Division (phone number: 301-258-6370) during the conceptual design phase.
- **For Track 2 Applications Only:**
  - A drainage area map including the total drainage area size in acres, the location and size of impervious area, and estimated acres of impervious area treated.

- A land use map including agricultural, residential, or commercial areas and site details (e.g., topographic lines, roads, land uses, and soils), which can be found at the [Water Resources Registry](#) where you can create an output with the desired metrics requested.
- The estimated pounds of nitrogen, pounds of phosphorus, and tons of sediment to be reduced per year. For assistance estimating nutrient load reductions, visit DNR's [Nutrient Load Calculator](#).
- The drainage area map delineating land use, such as agricultural, residential, or commercial and 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.

- Description of land use and restoration activity upstream from project that may impact or be impacted by the proposed project.

Section 1.2 – Eligible Applicants

501(c)3 non-profit organizations may apply. Examples include:
- Local watershed groups
- Community associations
- Service, youth, and civic groups
- Faith-based organizations

If you are not a 501(c)3, consider partnering with a 501(c)3 for your project. Contact the Trust for assistance.

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. Applicants that are not based in the City of Gaithersburg must have a City of Gaithersburg-based partner, the role of whom should be clearly articulated in the proposal and in a letter of support from that partner. This program is open to properties in the City of Gaithersburg only.

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, 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 or program, when costs are justified.

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 15, 2017 at 5 pm.
To apply for this grant, follow the instructions at www.cbtrust.org/MontgomeryCountyCWA.

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 to the Trust VIA EMAIL (ahuntzinger@cbtrust.org) 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. An application may be declined, partially awarded, or fully awarded. 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.

All products (such as brochures, pamphlets, videos, maps, etc.) that were produced with funds through this grant program must be shared with the City of Gaithersburg. Also, these products must be made publically available and not copyrighted by the grantee or any other entity. Finally, these products cannot be used for profit during the grant period or in the future by the grantee or any other entity.

Section 1.5 - Contact

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

Chesapeake Bay Trust
Abbi Huntzinger
ahuntzinger@cbtrust.org
(410) 974-2941 x106

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 (All projects for this grant program will list Montgomery County for this section; proposed projects must be located within the city limits of Gaithersburg.)
   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 BMPs. 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. No letters of support will be accepted from the City of Gaithersburg agencies.

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

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

3) Address the following points.
   a. Connection to watershed plan: Is the project identified in any of the city's watershed plans? If so, include the relevant section or reference of the watershed plan. If the project is not included in a watershed plan, provide justification for the selection of the project.
   b. Site: Describe how the project and site were selected. If possible, include a map locating the project in relation to the nearest waterway (waterways).

c. <u>Concept plan</u>: 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."

d. <u>Landowner permission</u>: 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. If letters of support are not available at time of application and funding is awarded for your project, letters of support may be required before all funds are released.

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 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 <u>may</u> 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. For projects that are awarded funds through this grant program, implementation funding will be available for City of Gaithersburg projects through the Trust's <u>Outreach and Restoration grant program</u> (estimated deadline for submission to this grant program is September 2017).
   a) If awarded funds for development/design of your proposed project, would you apply for the Outreach and Restoration grant program for implementation funds?
      i. If yes, will the deliverables of the proposed project successfully meet the criteria and guidelines of the Outreach and Restoration 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) If funding is not awarded for your project, what will be the outcome?:
   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) <u>The Budget upload component</u> - 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) <u>Budget Category Information</u> - 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) <u>Personnel/ Consultant Request Description</u> – 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) <u>Additional Budget Justification</u> - 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.