



Chesapeake Bay Trust - Montgomery County Watershed Restoration and Outreach Grant Program



www.chesapeakebaytrust.org / 410-974-2941

AT A GLANCE

The Watershed Restoration and Outreach Grant Program encourages on-the-ground restoration as well as outreach and engagement activities that reduce stormflow and pollutants and engage Montgomery County residents in the restoration and protection of the local rivers and streams of Montgomery County.

Deadline: October 5, 2017, at 5 pm

Eligible Applicants: 501c3 Non-profit organizations

Eligible Locations:

Throughout Montgomery County, outside the municipalities of Gaithersburg, Rockville, and Takoma Park. See the [Outreach and Restoration](#) grant program for projects in these areas.

Grant Requests of: up to \$100,000;
Larger requests possible with prior approval.

Submit your application by following instructions at:

<http://www.cbtrust.org>

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Introduction

The Montgomery County Government and the Chesapeake Bay Trust (the Trust) announce a grant program to support watershed restoration and outreach projects and programs throughout Montgomery County. This program aims to promote initiatives and projects which will improve water quality in Montgomery County's local streams and waterways, as called for in the County's Municipal Separate Storm Sewer System ([MS4 permit](#)) and [Implementation Strategy](#). Projects must be implemented in Montgomery County. Applications must include at least one partner that represents a stakeholder group based in Montgomery County, Maryland.

The Chesapeake Bay Trust (the Trust), supported in large part by the *Treasure the Chesapeake* license plate program, promotes public awareness and participation in the restoration and protection of the Chesapeake Bay and its rivers. Since 1985, the Trust has awarded over \$80 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout Maryland. The Trust serves as the administrator for this grant program which is funded entirely through the [Montgomery County Water Quality Protection Charge](#).

Goals of the Program

The Montgomery County Watershed Restoration and Outreach Grant Program will fund projects that increase public engagement and promote stewardship projects that reduce pollutants through community-based restoration practices. All proposals will be evaluated by a Technical Review Committee.

Goals include:

- a) Projects that assist non-profit organizations such as watershed organizations to significantly engage residents in achieving water quality improvement through increased awareness and quantifiable behavior change and/or
- b) Projects that demonstrate runoff reduction and local water quality improvement on non-profit owned property. Priority will be given to projects installed on property owned by faith-based institutions where projects are able to demonstrate significant social influence and impact.

Montgomery County Government has the responsibility to meet regulatory watershed restoration and water quality improvement goals. Significant effort is needed from individuals and community-based groups in order to meet these goals, since the amount of privately-owned land far exceeds the amount of County owned land.

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Local Jobs and the Community

This grant program is focused on assisting the Montgomery County Department of Environmental Protection (DEP) in meeting its mission which is “to enhance the quality of life in our community by protecting and improving Montgomery County’s air, water and land in a sustainable way while fostering smart growth, a thriving economy and healthy communities.” This mission also includes being conscious of the local economy and jobs and meeting the County’s priority objectives of achieving [Healthy and Sustainable Communities](#) and [A Strong and Vibrant Economy](#).

Montgomery County encourages applicants to procure the volume of its goods and services, including, but not limited to, construction goods and services, to Montgomery County-based businesses, particularly to local small businesses, certified green businesses, or those registered under the Minority, Female and Disabled-Owned Businesses Program (MFD) in the County. Grant proposals that include a Montgomery County based business partnership are preferred.

In an effort to more fully engage diverse populations in its grant-making, this grant program also encourages proposals for projects that increase awareness and participation in the full diversity of communities present in the County. **Projects that involve groups typically underrepresented in watershed activities are strongly encouraged.**

New Applicants

New applicants are welcome!

Groups that **have predominantly community-oriented missions** are strongly encouraged to consider submitting an application.

Please contact the Trust early in project development. The Trust can help you develop your project idea, assess its fit within this grant program, and discuss partnerships to get you the technical assistance you need. A screening site visit for projects you may be considering could be arranged so that appropriate projects are proposed.

Visit Appendix A for more information for the grant-writing beginner. Contact Jeffrey Popp, jpopp@cbtrust.org or 410-974-2941 x103

Eligible Applicants

The Trust welcomes applicants from 501©3 non-profit organizations, such as:

- Community associations
- Faith-based organizations
- Service, youth, and civic groups
- Watershed organizations

Note: This is not an exhaustive list of eligible applicants, however, applicants must have a current 501c3 status.

Projects must be implemented in Montgomery County, Maryland. *At this time, the municipalities of Gaithersburg, Rockville, and Takoma Park are not covered under the County’s MS4 Permit and/or manage their stormwater program independently of the County, projects in these municipalities are not eligible for funding in this program. However, projects in the City of Gaithersburg, Rockville, and Takoma Park are eligible in the [Outreach and Restoration Grant Program](#).*

Applicants are highly encouraged to contact the Trust to discuss their proposal or arrange for a site visit, between the Trust and Montgomery County staff before applying for funding. It is recommended that site visits be scheduled no later than September 22, 2017, to allow sufficient time to visit the site and receive feedback for submission. Please contact the grant manager, Jeffrey Popp, jpopp@cbtrust.org or 410-974-2941 x103.

An Executive Officer and Project Lead must be identified for all proposals and must be different individuals. Both individuals must be staff or board members of the applicant organization. Individuals from for-profit entities or non-profits without 501(c)3 status cannot serve in either role but are encouraged to serve as project partners.

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Applicants that are not based in Montgomery County must have a Montgomery-based partner, the role of whom should be clearly articulated in the proposal and in a letter of support from that partner. For projects involving construction, a letter of support must include approval from the property owner for installation and to assure maintenance of the project if the grant is awarded.

Eligible Project Types

The Montgomery County Watershed Restoration and Outreach Grant Program supports requests for funding of the following project types in this Request for Proposals (RFP): **Public Outreach and Stewardship projects and Community Based Restoration Implementation Projects.**

For additional guidance about acceptable project types and their criteria, see the Grant Package Appendices outlined by project type or contact the Trust.

Project Type 1 – Public Outreach and Stewardship

Request Amount: (up to \$100,000 or larger with prior approval)

This project type will support projects that aim to educate and engage residents in watershed improvement with the goal of achieving measurable impacts, community stewardship and sustainable behavior change. In general, these projects should identify and target a specific audience, the need for the program, what outreach strategies will be used, how success will be measured (evaluation), and the expected result. Creative and innovative proposals are encouraged.

Example projects include but are not limited to:

- Water-focused volunteer education and engagement activities such as stream cleanups, storm drain art, pet waste management, litter prevention and reduction, lawn stewardship and pesticide reduction;
- Community stormwater education workshops to train volunteers or “Train the Trainer” type programs;
- Environmental education events, campaigns, multimedia, communication products and outreach efforts specifically designed to promote and encourage small-scale stormwater practice installation and maintenance, water quality improvement practices including but not limited to rainwater harvesting, rain gardens, and other green infrastructure/stormwater techniques;
- Creative and innovative stormwater outreach programs and stewardship projects or other water quality-based community enhancements;
- Outreach designed to further DEP’s mission and programs such as Green Streets and RainScapes; and/or
- Projects focused on behavior change strategies.

The best proposals will place the project in the context of a larger initiative that will eventually seek to influence behavior and which support the DEP mission and programs. Priority will be given to projects that clearly identify this approach and are located in priority watersheds.

Projects that will **NOT** be supported under this project type include:

- Annual giving, research, fund raising or venture capital;
- Political lobbying;
- Reimbursement for a project that has been completed or materials that have been purchased; and
- Traditional marketing efforts that serve to generally promote the applicant organization.

Applicants should review the detailed project guidelines found in Appendix B prior to applying for this category. For more information on outreach and social marketing tools visit the Trust’s additional resources page at:

http://www.cbtrust.org/site/c.miJPKXPCJnH/b.5457571/k.50A7/Additional_Resources.htm

Project Type 2 – Community Based Restoration

Request Amount: (Up to \$100,000 or larger with prior approval)

This project type focuses on small scale community based restoration projects and supports designs (Conceptual and Final Design); design and build projects and projects where a final design exists and funds are needed for implementation only; with the defined goal of and process that leads to the eventual successful implementation of “in the ground” projects that reduce runoff, improves water quality, and educates the public.

This process includes design development and the installation of stormwater best management practices, with the intent to achieve quantifiable reductions of stormflow and/or pollutants to County waterways. Larger projects may be acceptable with prior approval. All projects for installation must include a site [assessment](#) prior to design development and acceptance for installation. The site assessment should demonstrate clearly why the project location was selected and the intended benefits. Design development must show how the project design and sizing relates to the site.

This grant program prefers projects on property owned by non-profit organizations such a faith-based institutions, or community-owned property that are highly visible with the intent to reduce runoff and influence others to adopt a similar practice on their own property. Finally, the project proposal must include runoff reduction calculations and a stormwater education component.

Small Scale Restoration Implementation Projects (< 5,000 square feet) include:

- Bioretention cells, bioswales, and projects such as conservation landscaping, green roofs, pavement removal, pervious pavers installation, rain harvesting techniques, rain gardens, tree plantings and other innovative green infrastructure stormwater techniques;
- Installation of structural controls specific to reduce pet waste and litter;
- Streamside forest buffers or reforestation projects; and/or
- Formal site assessments which lead to small scale stormwater project designs and installations.

Projects that will **NOT** be supported under the Community Based Restoration project type include:

- Green Streets projects that control runoff from public roads or rights-of way. Please refer to the Trust’s [Green Streets, Green Jobs, Green Towns Program](#) co-funded with the US Environmental Protection Agency, Region III and the City of Baltimore Office of Sustainability with support from the and Maryland Department of Natural Resources (MD DNR).
- Stream restoration or stabilization projects. For stream restoration projects, please refer to the Trust’s [suite of restoration programs](#) or other funding mechanisms.
- Stormwater pond, stormwater wetland, regenerative stormwater conveyance, or other existing stormwater practice retrofits.
- For projects in the City of Gaithersburg, Rockville, and Takoma Park, see the Trust’s [Outreach and Restoration Program](#) that is currently available.

The above lists are not exhaustive. If you have a project idea that is not listed, but that you believe meets the goals of the Montgomery County Watershed Restoration and Outreach Grant Program, please contact Jeffrey Popp,

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

- *Appendix A: Guidance for Applicants that are New to Water Quality Projects* -provides basic steps for water quality projects for the beginner.
- *Appendix B: Project Narrative Guidance* – Provides all the components to be addressed in the Project Narrative for funding consideration.
- *Appendix C: Project Criteria Guidance* - provides all the components needed for each project type.

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Program Officer, to discuss your idea before submitting your application and/or to perform a site visit. Support for project design only may be requested and projects for which the design phase has not yet begun may be considered. Priority will be given to projects that are furthest along in the design and assessment phases.

Criteria and Guidelines

A Technical Review Committee will evaluate all applications prior to awarding grants. Reviewers consider the following in their evaluation of all proposals:

- General quality and consistency with the request for proposal/application
- Justification and need
- Appropriate partners that demonstrate support
- Cost-effective project and appropriate budget items
 - Match, both cash and in-kind, is not required; however, match is considered in the review process
 - Projects that have matching funds or in-kind services to support the work are preferred
- Likelihood of success and sustainability
- Demonstration value
- Projects must be carefully planned and technically sound. Projects must ensure they do not adversely affect public safety or any infrastructure or surrounding properties
- Projects must abide by all County laws and regulations

All Project Types must consider the following:

- Projects are preferred in watersheds that are high priorities for restoration and Support the County's Local Watershed Implementation Plan (WIP) available at www.montgomerycountymd.gov/DEP/water/county-implementation-strategy.html or that use a subwatershed approach that engages and connects the local community. This will allow project ideas to be compared based on local watershed and countywide restoration priorities and ensures the most cost-effective, community-relevant projects are given priority.
- Connect to other existing, complementary community or County led watershed stewardship efforts, such as water quality improvement or outreach projects on congregational property, home owner association (HOA) or private school-related projects, outreach projects, and volunteer projects. For a list of County led projects that your proposal could complement, please see the County's Watershed Protection and Restoration Project map here: <https://www.montgomerycountymd.gov/DEP/Restoration/restoration-projects.html> and the map of completed RainScapes Projects on the RainScapes Main Page: <http://www.montgomerycountymd.gov/DEP/water/rainscapes.html#resources> .
- Educate and engage volunteers in ways that promote positive attitudes and behaviors to benefit local watersheds and the Patuxent and Potomac Rivers. Partnerships with other organizations to leverage organizational strengths and enhance project proposals are strongly encouraged.
- Solicit estimates or bids from more than one consultant or contractor, if applicable.
- Identify and use of technical experts, if needed. If your organization does not possess the technical expertise to lead a project, qualified technical experts, agencies, or organizations must be identified as partners or contractors. Applicants are also encouraged to bring on an organization or individual to serve as project manager and may use grant funds or matching funds to cover those costs if needed.
- Select sites for your project that are publicly visible and demonstration-oriented.
- All community based implementation projects must include **interpretive signage in their budget and outreach plan**. Interpretive signage must be compatible with and include any sign requirements for Montgomery County and must be approved prior to installation. Contact the Trust for ideas about signage.
- Appropriateness, timeline, and scale of budget to reflect the intended scope of the project.
- Requests for "soft costs" (such as project management, travel costs, and other administrative costs) associated with project development and implementation should not exceed 20%. However, applicants can use matching funds from other sources to help defray soft costs. All requests for soft costs should be accompanied by a clear and compelling justification.

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- Project progress reports are required at integral points in the process. Progress reports will be at a minimum of twice per year, but more frequent reporting may be required on a case by case basis. The progress reports aim to ensure successful progress, to acknowledge potential obstacles, to support the project team throughout the project, and ensure successful implementation and long-term maintenance.
- All products (such as brochures, pamphlets, videos, maps, etc.) that were produced with funds through this grant program are the property of the grantee but must be shared with Montgomery County. 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.

Funding Availability and Restrictions

Requests will generally not exceed \$100,000. However, requests may exceed this level with additional justification and prior approval by the Trust. This grant program reserves the right to approve funding for projects and budget items to advance progress to meet the County's MS4 permit requirements and meet specified funding priorities.

Montgomery County is *not* able to support projects that are required under an existing or pending regulatory process or permit, are required for mitigation, or are required by a regulatory authority for any other reason. It is the sole responsibility of the applicant to determine if any regulatory requirements or conditions exist prior to applying for the grant. In addition, stream restoration or stabilization projects cannot be funded through this program. Please refer to other programs at the Trust for stream restoration projects.

Project Timeline

Projects must be completed within two years upon receipt of the grant award. Requests to extend project completion period will be reviewed and considered on a case-by-case basis.

Contact

For technical assistance with projects, please contact Jeffrey Popp at (410) 974-2941 ext. 103 or jpoppp@cbtrust.org.

Application Submission Instructions and Deadlines

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

Applicants are strongly encouraged to submit at least a few days prior to the deadline given potential for high website traffic on the due date. The Trust cannot guarantee Online Grant System technical assistance on the deadline date.

To apply for a grant, follow instructions at <http://www.cbtrust.org>. If you have not yet registered to use the new system, click on "**New Applicant**" and follow the on-screen instructions. We recommend logging into the online grant system early to start your grant application and so that you become familiar with the online grant application format (e.g., grant timeline format and number of timeline/task options), content (e.g., grant deliverable options), and process (e.g., how to submit the grant application). We strongly recommend that you do not wait until the day of the deadline to begin the application process.

Grant awards will be announced in December 2017.

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All applicants will receive a letter stating the decision on the application. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send a grant agreement letter with grant conditions and due dates of status and final reports. Grantees must sign and return the grant agreement letter with original signatures. Ten percent (10%) of the total grant award will be held until the final report is submitted and approved. When the project is complete, grantees are required to complete final reports, including submission of all invoices/receipts and timesheets (if personnel time was used). In cases where the grantee fails to submit a status report or final report by the due date, or where funds are not being used in accordance with requirements, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee. Organizations with overdue status/final reports will not be awarded additional grants.

Proposal Instructions

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

Project Title: List the title of your project. Start your title with the type of project proposed:

a) Public Outreach and Stewardship or b) Community-Based Restoration

Organization Information

- 1) Organization name
- 2) Address & Phone Number
- 3) Mission of Organization
- 4) Organization Type
- 5) EIN Number

An Executive Officer and Project Lead must be identified for all proposals and must be different individuals. Both individuals must be staff or board members of the applicant organization. Individuals from for-profit entities or organizations without 501(c)3 status cannot serve in either role.

Executive Officer of Requesting Organization: Name, Title, Address, Phone, and E-mail

Project Officer or Lead: Name, Title, Address, Phone, and E-mail

Grant Information:

- 1) Amount of Watershed Restoration and Outreach Grant funding requested
- 2) Grant Period: Enter project start and end dates
- 3) In which Montgomery County stream, river, or watershed will the project be located?
Guidance can be found at: <http://www.montgomerycountymd.gov/DEP/water/watershed.html>
- 4) Property Tax ID#, if applicable and if known. Assistance can be found at:
<https://www2.montgomerycountymd.gov/realpropertytax/default.aspx>
- 5) Latitude and Longitude (in decimal degrees) of project site

Project Abstract

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

Project Timeline

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

Project Deliverables

You will be asked to fill in estimated deliverables for a variety of metrics, for example square feet of impervious cover treated, number of trees planted, square feet of riparian buffer restored, etc.

Volunteer Involvement

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

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Project Partnerships and Qualifications

You will be asked to enter into a table: project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.

Letters of Support: Applicants are encouraged to upload a letter of support for the project from each partner outlining the partner's role in the project. Please include only letters from partners with a specific role in the project. **No letters of support from Montgomery County Executive Branch agencies or MS4 permit or co-permittees will be considered as part of the project rating process.**

Project Narrative Upload (See Appendix B for guidance)

You will be asked to upload a MS Word or PDF file not to exceed 5 (five) pages of text, excluding photos or materials such as letters of support, addressing the project narrative questions provided in Appendix B.

Budget Upload

You will be asked to upload your budget using the Chesapeake Bay Trust Budget Form, an excel file template. The template can be found by visiting www.cbtrust.org/forms and clicking on "**Budget Form.**"

- Please be as detailed as possible. For example, elements of construction requests (e.g., mobilization, rock costs, plant costs, contractor costs) must be listed separately. For projects in which design costs are requested, list design-related items (e.g., survey, CAD work, permit work) separately.
- For any staff cost requests, list the percentage of overall time devoted to the project by each staff member in the budget item column.
- Matching and leveraging resources is encouraged. Please indicate whether each match entry is applied for, pledged, or in-hand. Indicate in the narrative whether your organization has requested financial support from any other sources for the project not listed as match in the budget table.

Budget Category Information

The final online grant program component will ask applicants to enter budget category totals. These totals will have been automatically calculated in the **Budget Form**. Use the budget justification section to provide a several paragraph budget narrative. The narrative should include, in addition to general budget justification information: 1) detailed justification for staff cost requests, if requested, including a specific scope of work, specific tasks, and hours associated with those tasks and 2) the source of any construction cost estimates. Staff cost requests that are not fully justified will not be funded.

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

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

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



Step 1: Develop a Project Idea

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

Step 2: Obtain Community and Landowner Input

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

Step 3: Perform a Site Assessment to Identify Opportunities

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

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

Step 4: Obtain Scope of Work and Estimated Costs

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

Step 5: Prepare your Grant Proposal

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

For additional information and grant writing tips, please contact the grant manager, Jeffrey Popp or visit the Trust's website at: http://www.cbtrust.org/site/c.miJPKXPCJnH/b.5887449/k.D15A/Grant_Writing_Tips.htm

Appendix B: Project Narrative Guidelines

You are asked to upload a MS Word or PDF file not to exceed 5 (five) pages of text, excluding photos or materials such as letters of support, addressing the following questions.

NOTE: *To ensure that you address the following questions, we recommend that you copy and paste the following questions and use them as an outline in your project narrative. Additional file attachments may also be uploaded during this step, not to exceed four file attachments.*

Based on Project Type please provide the following:

- 1. Project Goal(s):** Identify the water quality or outreach goal(s) associated with the project (e.g., reduce runoff from paved areas by installing conservation landscapes; achieve 80% rate of HOA residents who pick up after their pets).
- 2. Background:** Why is this project needed? How was the project identified? What was the impetus?
- 3. Project context:** Indicate how this project supports the broader goals of your organization and the County. Do you have an outreach plan, a communications plan, or watershed plan for your organization on which your organization operates? If so, how does this project support the plan? If applicable, describe how this project complements other activities led by your organization in support of the same goals. Is the project specifically described/identified in a local watershed implementation plan or in the County Strategic Implementation Plan? Tell us how your project will help efforts in the County to reduce pollutants entering local waters and/or meet MS4 permit requirements.
- 4. Community context:** Describe how your project will involve community stakeholders, including but not limited to: residents, neighborhood or civic associations, homeowner associations, faith-based groups, business owners, and/or property managers. The best projects will connect to other existing community watershed stewardship efforts. 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? Please indicate how this project fits into other watershed stewardship activities occurring in the community
- 5. Demographic Information:** 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. Will the project engage traditionally underrepresented groups and/or a wide audience regardless of ethnicity, nationality, origin, culture, education, or socioeconomic status? Please 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; the Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies within the targeted demographic(s).
- 6. Criteria:** See Appendix C for further details based on project type. Describe how you will adhere to specific project design criteria. If known, provide the specifics outlined in Appendix C based on your project type. If not known, these specifics will be required to be reported to the Trust as the project proceeds.
- 7. Project Evaluation:** Describe how you will assess the effectiveness of your project/program. Describe how you plan to measure and evaluate the project's success to meet your goals, and how you will report the outcomes as project deliverables. How will you learn which specific project design elements worked? How will you collect information to refine and improve your program or project? How will you synthesize information collected in order to innovate and strengthen your project in the future? The Trust encourages applicants to plan for and include evaluation in the project timeline and will consider requests for personnel time to conduct robust project evaluation.

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8. **Experience:** Describe your organization's experience in completing projects of similar scope and scale. Describe your organizations project management/leadership capacity to complete the project. If the applicant organization does not possess the technical expertise to lead a project on staff, qualified technical experts, agencies, or organizations must be identified as partners or contractors.

9. **Consultants:** Has/will a consultant be hired and has a contractor been selected? Please describe your consultant/contractor selection process, including justification and background of the selected consultant/contractor. If using a bid process, please describe the process. The Trust strongly recommends that applicants get at least two competitive bids, estimates, or quotes.

10. **Sustainability:** Do you have a sustainability plan for your project or program? Example: When funding for this project is over, what will happen to the project or program you led or initiated through this funding? How will the project continue to be funded or supported in future years? If the project will be replicated in future years or is a reoccurring program, please provide an abbreviated plan for the project to be sustained beyond the term of the grant.

11. **Regulatory Issues:** Projects or programs that are wholly required by a separate Federal, state, or locally issued permit, decree, or enforcement action will not be funded. In some cases, funding will be considered for any portion 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, and/or enforcement action and 2) how and whether your proposal exceeds the regulatory requirements.

12. **Technical information:** Please include any additional technical information in this project narrative file file (as opposed to attaching separate files).

Appendix C: Project Narrative and Criteria Guidelines for Public Outreach and Stewardship Projects and Small Scale Restoration Projects

The purpose of this guidance is to identify for applicants and grantees the minimal elements of project design associated with successful outreach and stewardship projects and small scale restoration projects, while keeping in mind constraints and scale of community-based, voluntary projects. Applicants are strongly encouraged to contact the Trust for assistance and further guidance when creating proposals, methodologies, and designs to qualify for the Montgomery County Watershed Restoration and Outreach Grant Program.

Since this grant program funds many types of practices, specific requirements, methodologies and designs will vary by approach. If you are unsure on what to include in your application, please contact the Trust for further assistance.

Project Type 1: Public Outreach and Stewardship Projects

For consideration of funding, Public Outreach and Stewardship projects must include a detailed outreach plan that includes information on:

- i. **Audience**: Identify your target audience, the target audience's existing knowledge, attitudes, current actions/behaviors, or stakeholder engagement need.
- ii. **Message**: Identify the intended message of the project. Think about why this project matters to the audience and use this to clearly convey the message to the target audience.
- iii. **Methodology**: Explain and justify the method intended to deliver the message(s) and/or activity to the target audience. Provide examples of similar programs that have demonstrated success and reference your organization's experience with these tactics. Justify how the outreach and engagement tactic is appropriate for the target audience. Is the methodology part of a defined outreach plan?
- iv. **Evaluation Process** – How do you plan to evaluate the success of the project.
- v. **Outcomes**: Identify specific program outcomes, in particular, related to the Public Outreach and Stewardship Workplan. Identify strategies for achieving long term sustainability, if applicable.

For publication requests:

- Include a detailed dissemination plan, to include estimated number of copies for each audience, content outline, draft text or mockup of proposed publication;
- A list and description of any previously developed publications similar to the proposed. Publication requests without an explanation of how the request compares to other similar publications or that conflict with county content will not be approved; and
- Evaluation criteria.

For website and on-line media request:

- A plan to drive traffic to site;
- Site structure in context with larger site, if applicable;
- Sample wire frames, if available; and
- Evaluation criteria.

For education event or workshop requests:

- Recruitment strategy and promotion plans;
- Intended number of participants
- Location;
- A sample agenda, and/or topics to be addressed

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- Outline of draft program or presentation;
- Approximate date(s); and
- Evaluation criteria.

For Projects focused on documenting behavior change:

- Target audience selection or how you plan to determine the target audience;
- Specific behavior including justification of the selection (e.g., Why this behavior?) or how you will determine the appropriate behavior to address;
- Known or perceived barriers and benefits to behavior adoption or how you plan to determine and prioritize barriers, benefits and competition to a specific behavior;
- Message to be communicated;
- Outreach strategy and methodology to deliver the message;
- Detailed pilot program strategy;
- Methodology for evaluation; and/or
- Analysis and documentation of final program outcomes

Project Type 2: Small Scale Restoration Projects

All projects must include a site assessment and timeline for project design and installation. Since this grant program funds many types of watershed restoration practices, specific design requirements and the definition of “complete design” varies among project types. The Trust can provide guidance for small scale restoration restoration practices. If known, provide the specifics outlined in this appendix based on your project type. If not known, indicate so with the understanding that specifics will be required to be reported to the Trust as the project proceeds and prior to receiving additional funding. Projects will follow DEP RainScapes guidance as applicable, as published in the [RainScapes manual\(s\) and follow all applicable industry requirements and standards](#). Additional information can be found on the RainScapes website: www.rainscapes.org/resources

Submissions must include:

- i. Project location information, site property tax ID number, address, and latitude/longitude
- ii. Site photos
- iii. A DEP Approved [Site Assessment](#) Format
- iv. Description of existing conditions: including mapped utilities and roads, trees (species, diameter at breast height (DBH) and canopy/dripline), structures, walkways, driveways, existing landscaping, downspouts, etc
- v. Perc test results (if available) Project location must be able to perc;
- vi. Copy of soil survey mapping and field confirmation of soil drainage class – the NRCS web soil survey can be found at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
- vii. Proposed project design (Plan view), or site/concept plan if designs are not completed; including location and proposed size of project, property boundaries, topography, map of roads and utilities, drainage flowpaths. Please Note: If awarded, a completed site plan must be submitted to CBT for approval prior to any installation work. Once grantee receives approval, implementation work may proceed.
 - a. A complete site plan and map must include:
 - i. 2 foot topographic data, available in GIS format from MD DNR at: <http://dnrweb.dnr.state.md.us/gis/data/data.asp>
 - ii. Project boundary and drainage area boundary.
 - iii. Drainage area size (obtained from topographic maps described above) and percent impervious cover within the drainage area. Please include the map outlining the drainage areas.
 - iv. Setbacks and right(s) of way locations.

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- v. Survey information of the surface water intake (where runoff enters your project area) and project outfall (where you would like water to exit your project area). Include flowpaths to the proposed project location(s) including any offsite drainage.
- vi. Proposed grades and approximate earthwork volumes (existing soil to be removed, bioretention soil to be added, etc.) if earthwork is proposed. Landowner signature on the plan that indicates project endorsement and maintenance agreement.
- viii. A planting plan, list of native plants used and a planting schedule, if applicable (funding is restricted to native species only; the Trust typically funds native perennial plants at \$6-\$8 each and trees and shrubs at \$25-\$35 each. If requests differ, please justify).
- ix. Calculations showing amount of stormwater runoff treated by facility.
- x. An Outreach Workplan -For implementation projects that include a significant outreach component, please explain the program message and justify the method intended to deliver the message to the target audience (e.g., workshop, training, innovative media, etc.). Justify how the outreach and engagement tactic is appropriate for this target audience. Provide examples of similar programs that have demonstrated success and reference your organization’s experience with these tactics. Applicants may reference the Public Outreach and Stewardship Project Type for guidance.
- xi. Landowner permission, agreement, and maintenance. Supply a Property Owner Agreement/Right of Access Agreement and letter of support signed by the property owner(s).
 - **Land Ownership:** For projects planned on properties other than your own, a letter stating that permission was granted from the entity owning the land on which the project will be completed. This letter must state that there is commitment to maintain the project.
 - **Maintenance:** For all requests, a description of long-term maintenance activities (maintenance plan) must be included in the body of the proposal. **A legal representative of the property owner and the party responsible for long-term protection and maintenance must indicate, in writing, that they acknowledge and accept the maintenance plan.** Projects will be ranked on the likelihood of success in implementation and maintenance of the project as designed.
- ii. **Maintenance:** For all requests, a description of long-term maintenance activities (maintenance plan) must be included in the body of the proposal. **A legal representative of the property owner and the party responsible for long-term protection and maintenance must indicate, in writing, that they acknowledge and accept the maintenance plan.** Projects will be ranked on the likelihood of success in implementation and maintenance of the project as designed.
- xii. A completed drainage area data table for each standard Best Management Practice including size, drainage area to facility, impervious cover within drainage area (in ft²) and volume of water captured (in ft³) is required;

Requirement	Rain Garden Example	Pervious Pavement Example
Drainage Area (DA) to each BMP (in square feet):	500 square feet (roof area drainage to rain garden is 25’ x 20’)	2300 square feet (800 sf parking area, 1000 sf roof, 200 sf patio area, and 300 sf of turf draining to project)
Total Impervious area within Drainage Area to BMP (in square feet):	500 square feet (roof area drainage to rain garden is 25’ x 20’)	2000 square feet (800 sf pavement replacement plus 200 sf patio area and 1000 sf roof downspout directed to pavement)
Surface Area of Facility (in square feet):	Proposed Rain Garden will be 175 square feet(125 sf of planting media base)	800 square feet (replacing 40’ x 20’ area parking area)
Volume of Water Captured by Facility (in cubic feet):	(Square Feet of impervious x .225) x 7.48 gal = Total Gallons. Total Gallons / 3 = Required size in cf	(Square Feet of impervious x .225) x 7.48 gal = Total Gallons. Total Gallons / 3 = Required size in cf

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	(500sf x 0.225) x 7.48 gal = 841.5 gallons 841.5 gallons/3 = 280.5 cubic feet	(2000sf x 0.225) x 7.48 gal = 3,366 gal. 3,366 gal./3 = 1,122 cubic feet
	This practice will treat a 2.7" rain storm	This practice will treat a 1.3" rain storm

If awarded, we want you to know the level of effort needed from the date awarded to completion. This is the **general process for small scale restoration implementation from inception to post-construction approval** for this grant program. This is provide in order for you to plan enough staff time in your budget to complete these steps. A rain garden location installation is used in this example. Successful applications include staff time to accomplish the following if awarded:

Step 1 – Hold a preliminary site visit with the Trust staff, DEP staff, subcontractor (if used), and property owner(s)

Step 1a: Attend Trust post award workshop

Step 1b: Conduct a site level site assessment to determine proper project placement and size. This includes scheduling and conducting a perc test (if applicable) and providing results to determine the viability of the practice.

Step 2 – Develop a design and planting plan, if applicable, and submit for approval to the Trust and DEP

Designs will address the stormwater flow to the practice to make sure they will function well when implemented (e.g., no flooding, impact to neighboring properties, and low maintenance) and that they fit in with the aesthetics of the property or community.

Step 3 – Address any changes to the design and planting plan

Design will include: a) plan view that includes the drainage to the practice, the size of the practice, and location of practice and b) cross section view to include the height of the berm and overflow notch relative to the bottom of the invert flowing into the rain garden, depth of the amended soil, depth of the mulch, and ponding depth

Planting Plan: should include the plan view that includes the plant type (common and scientific name), plant quantity, plant location, scale (graphic and text), all presented on one page of paper.

Step 4 – Develop a final design and planting plan and submit to the Trust for approval

Step 5 – Hold a preconstruction/pre-planting meeting with landowner, designer, and the Trust staff to ensure all parties agree and approve the design and planting plan that was submitted in Step 4. Review proper soil protection and other site construction details.

Step 6 – After receiving approval from Trust, install the practice and photo document the installation. Be certain to follow all local, County and Federal Laws and Regulations.

Contact the Trust right away if there are any changes needed while building the rain garden.

Step 7 – Hold a post construction meeting with the Trust staff, subcontractor (if used), and property owner(s) to ensure that the practice was implemented as designed, to address any final comments, and to receive post-construction approval.

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Step 8 – Apply to the County’s water quality protection charge program credit in order to receive final grant payment.

Appendix D: Resources

- Montgomery County's WIP: www.montgomerycountymd.gov/DEP/water/county-implementation-strategy.html
 - Soil Survey Mapping: <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
 - [RainScapes program overview](#)
 - RainScapes
Resources: <http://www.montgomerycountymd.gov/DEP/water/rainscapes.html#resources>
 - i. Technical and Design [Manuals](#)
 1. [Rain Gardens \(more detailed\)](#)
 2. Planting [Design Guidance](#) for Rain Gardens
 3. [Pervious Pavement \(more detailed\)](#)
 - ii. How to do a Site [Assessment](#)
 - iii. How to Conduct a [Perc Test](#)
 - iv. How to make a [Planting plan](#)
 - v. Suggested [Plant lists](#)
 - vi. Maintenance Plan [Template](#)
 - vii. Property Owner Agreement/Right of Access form (DEP will provide a sample)
 - viii. Approved list of Native trees for RainScapes Projects
 - [M-NCPPC Trees Approved Technical Manual for Montgomery County](#)
 - [Montgomery Parks - Best Management Practices for Control of Non-Native Invasives](#)
- Montgomery County Public Outreach and Stewardship Workplan:
<http://www.montgomerycountymd.gov/DEP/Resources/Files/ReportsandPublications/Water/Countywide%20Implementation%20Strategy/Countywide-coordinated-implemented-strategy-12.pdf>
- Trust’s additional resources page on Social marketing tools: http://www.THE TRUSTrust.org/site/c.miJPKXPCJnH/b.5457571/k.50A7/Additional_Resources.htm

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RainScapes Criteria and Guidance

General (All projects)

- Conduct a [site assessment](#) prior to applying for grant and submit with application.
- Identify the location of the proposed practice and what it will be replacing, if applicable (pavement, turf, etc)
- Documentation must be provided indicating the project has landowner approval (includes signature)
- Identify Setbacks and right(s) of way locations
- Submit size of the drainage area to the project and the size of the impervious area draining to the project.
- Submit lot size relative to impervious area.
- Identify slopes.
- Identify Tree root zones.
- Identify Sunny areas vs. Shady areas on the property.
- Submit soil characteristics and permeability (Perc test if applicable).
- Submit maintenance plan and schedule.
- Identify that project adheres to all local ordinances, deeds, or homeowners' associations requirements prior to installation.
- Provide documentation that project adheres to all industry standards and requirements.
- Grantee must apply for County's water quality protection charge program credit at the completion of the grant period and prior to receiving final payment.
- Grantee must call "Miss Utility" to identify underground utilities prior to starting any project or installing rain gardens, trees, permeable pavers, conservation landscaping, dry wells, or anything else that requires digging.
- Project must not back up water onto a neighbor's property or cause additional lot to lot runoff issues.
- Photo document the implementation process.

Project Sizing minimums for grant

- **Cisterns & Rain Barrels** - Must capture a minimum of 250 gallons (200 gallons for rain barrels)
- **Conservation Landscaping** - Must be a minimum of 250 Sq. Ft. total, can be more than one location
- **Dry Wells** – Must collect a minimum of 1.25" of rain; Collection of 2.7" (1 YR storm is preferred)
- **Green Roof** – Must be a minimum of 250 Sq. ft.
- **Pervious Pavement and Pavement Removal** – Must be a minimum of 100 Sq. ft.
- **Rain Gardens** - Must collect a minimum of 1.25" of rain; Collection of 2.7" (1 YR storm is preferred)

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Water Harvesting

1. [Cisterns & Rain Barrels](#)

- Must capture a minimum of 250 gallons (200 gallons for rain barrels)
- Identify the location of the proposed cistern(s) or rain barrels
- Documentation must be provided indicating the project has landowner approval (includes signature)
- Provide size/amount of roof area or impervious area draining to project
- Must be located above ground
- Submit the capacity of the cistern(s) or rain barrels
- Brand and make of cistern(s)/rain barrels
- What type of diverter will be used?
- Where does the downspout that will connect to this cistern/rain barrel currently drain?
- Where do you plan to direct the overflow after the cistern/rain barrel is connected?
- Must be installed on a solid, level support base capable of supporting the cistern(s)/rain barrel at full capacity (must provide documentation to support this requirement and how the base is being constructed).
- Overflow drains onto a pervious surface (grass, garden, etc.) or back into the downspout
- Overflow drainage outlet must be directed a minimum of 4' away from foundation
- Must have Secure lid and/or screen
- Must have water spigot at the bottom of the barrel for releasing water
- Made of hard plastic or wood, no bags are allowed
- Has clear access for cleaning the inlets when necessary
- Submit maintenance plan and schedule
- Identify that project adheres to all local ordinances, deeds, or homeowners' associations requirements
- Provide documentation that project adheres to all industry standards and requirements

2. [Conservation Landscaping](#)

- Size: 250 Sq. Ft. total, can be more than one location
- Identify the location of the proposed conservation landscaping
- Documentation must be provided indicating the project has landowner approval (includes signature)
- Identify the impervious surface that will be draining to the conservation landscaping (parking lot, sidewalk, patio, roof top, etc)
- Identify what the conservation landscaping will be replacing (turf, invasive plants, bare soil is acceptable)
- Conduct a perc test and provide results (Perc rates over 36 hours may still be suitable locations for conservation landscaping)
- Submit project design with graphical scale
- Submit sample planting plan
 - Common & scientific name
 - Container size
 - Quantities
- Soils must be de-compacted at least 9" and be amended with 2" of compost
- Project utilizes 3" of natural, un-dyed mulch
- No artificial weed matting may be used. (newspapers are OK)
- Submit maintenance plan and schedule
- Identify that project adheres to all local ordinances, deeds, or homeowners' associations requirements
- Provide documentation that project adheres to all industry standards and requirements

3. [Dry Wells](#)

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- Sized to treat the 1-YR, 24-hour storm depth (2.7 inches of rain fall) for the area draining to the drywell using the equations: (Square Feet of impervious x .225) x 7.48 gal = Total Gallons. Total Gallons / 3 = Required size in cubic feet
 - Smaller sizing will be considered, based on location, soil permeability, and design factors
 - Must be a minimum collection of 1.25”.
- Identify the location of the proposed dry well.
- Documentation must be provided indicating the project has landowner approval (includes signature)
- Provide size of proposed dry well(s) in square feet (total surface footprint and depth)
- Submit size of the drainage area to the project and the size of the impervious area draining to the project in square feet
- Provide a detailed sectional plan of the project
- Conduct a perc test and provide results (Perc rates over 36 hours result in an unsuitable location for a dry well)
- Identify if the dry well will be filled with stone or will use a modular unit system?
- Must use filter fabric on sides of the excavation only
- Bottom of excavation must be de-compacted
- Top can be open stone or sod.
- Inert stone only. (No limestone)
- The Montgomery County Department of Permitting Services (DPS) recommends the following sizing for dry wells that collect roof runoff. It is recommended that a dry well that is deeper than 2 feet be dug by a qualified professional.
 - See sizing chart from Tech Manual
- Must be located downslope and 10’ from buildings
- Must not be installed over utilities
- Must overflow onto a pervious surface (grass, garden, etc.) for at least 10’ before reaching impervious surface (driveway, sidewalk, etc.) or property line
- Does not back up water onto a neighbor’s property or cause additional lot to lot runoff issues
- Submit maintenance plan and schedule
- Identify that project adheres to all local ordinances, deeds, or homeowners’ associations requirements
- Provide documentation that project adheres to all industry standards and requirements

4. [Green Roof](#)

- Must be replacing an existing roof at a minimum size of 250 square feet
- Must follow all green roof industry standards and requirements
- Identify the location of the proposed green roof(s)
- Documentation must be provided indicating the project has landowner approval (includes signature)
- Submit total area of proposed green roof in square feet
- Describe the condition of the existing roof? And the size in square feet.
- Provide documentation from a licensed structural engineer that the existing roof is structurally sound for a green roof installation
- Provide structural analysis from licensed structural engineer or green roof professional.
- Provide documentation that selected contractor has previous experience installing green roofs and is qualified, licensed and industry certified to install green roofs.
- Submit type of system being proposed/installed (modular/tray, plug, or loose fill).
- Provide slope of proposed green roof (must be <30%).
- Must have at least 4” but no more than 6” depth of approved planting media not to exceed 28lbs per square foot when saturated or approved roof load per structural engineer’s report
- Insure rooftop is adequately waterproofed before green roof installation
- Project must have a minimum 2-year workmanship warranty from the installer (provide documentation)
- Green roof components must have a minimum 5-year manufacturer’s warranty (provide documentation)
- Submit sample planting plan in graphical scale including:
 - Common & scientific name

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- Container size
- Quantities
- Planting depth in inches
- Submit maintenance plan and schedule
- Identify that project adheres to all local ordinances, deeds, or homeowners' associations requirements

5. Pavement Removal

- Project must be a minimum replacement of 100 square feet
- Identify the location of the proposed pavement replacement
- Documentation must be provided indicating the project has landowner approval (includes signature)
- Identify the impervious surface that will be draining to the project (parking lot, sidewalk, patio, roof top, etc)
- Submit size of the drainage area to the project and the size of the impervious area draining to the project in square feet.
- Identify what impervious area is being replaced (driveway, walkway, patio, turf, invasive plants, bare soil is acceptable etc.) and the total area to be removed in square feet.
- Identify if the project area is being converted to turf or native plants
- Submit lot size relative to impervious area
- Conduct a perc test and provide results
- Identify the slope of the existing area that is proposed for removal.
- Material must be disposed of properly
- Compacted sub base (gravel) layer must be removed
- Soils must be de-compacted at least 9" and include 2" of compost amendment
- Use 3" of natural hardwood, undyed mulch if applicable
- For turf replacement, area can be replaced with Sod only, no seed
 - Watering guidance:
 - During the first two weeks, water once to twice a day depending on the temperature. For the next three to four weeks, water every other day.
- For Native plant replacement submit sample planting plan including:
 - Common & scientific name
 - Container size
 - Quantities
- Submit maintenance plan and schedule
- Identify that project adheres to all local ordinances, deeds, or homeowners' associations requirements.

6. Pervious Pavement

- Must be a minimum replacement of 100 square feet
- Project must abide by all industry standards and requirements (PICP specs)
- Identify the location of the proposed pervious pavement and what it will be replacing (driveway, walkway, patio, etc)
- Documentation must be provided indicating the project has landowner approval (includes signature)
- Submit size of the drainage area to the project and the size of the impervious area draining to the project in square feet.
- Submit total area of proposed pervious pavement in square feet
- Must conduct a perc test next to the existing impervious surface to be replaced and submit results (Perc rates over 36 hours result in an unsuitable location for pervious pavement)
- Provide documentation that selected contractor has previous experience installing pervious pavement and is qualified, licensed and industry certified to install pervious pavement Must use a qualified and certified ICPI installer (PICP certified through ICPI)
- Identify the slope of the existing area that is proposed for removal. Slopes of less than 5 percent are recommended.

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- Recommended reservoir depth is 10 inches but may be larger.
- Impervious surface draining to project may not be more than 5x's the proposed pervious pavement area.
- Material must be disposed of properly
- If roof area will be draining to project, submit contributing area in square feet.
- A downspout filter must be used if a downspout is connected into the pavement system.
- Permeable interlocking pavers should be placed at least 10 feet away from foundations.
- Submit maintenance plan and schedule
- Identify that project adheres to all local ordinances, deeds, or homeowners' associations requirements.

7. [Rain Gardens](#)

- Sized to treat the 1-YR, 24-hour storm depth (2.7 inches of rain fall) for the area draining to the drywell using the equations: (Square Feet of impervious x .225) x 7.48 gal = Total Gallons. Total Gallons / 3 = Required size in cubic feet
 - Smaller sizing will be considered, based on location, soil permeability, and design factors
 - Must be a minimum collection of 1.25"
- Identify the location of the proposed rain garden.
- Documentation must be provided indicating the project has landowner approval (includes signature)
- Submit size of the drainage area to the project and the size of the impervious area draining to the project in square feet.
- Must provide calculations for rain garden sizing with planting depth
 - Identify if following 1 foot, 2 foot or 3 foot excavation and soil replacement guidance
 - OR indicate if adding 9-12" of compost amended soil instead of replacement
- Must be installed in suitable soils which pass a perc test. Must submit perc test results.
 - Perc rates less than 18 hours do not require a soil exchange. The existing soil will need to be de-compacted to the appropriate depth based on sizing with the top 9" amended with 2" of compost.
 - Perc rates from 18-36 hours require a soil exchange using 50% washed sharp sand (ASTM 33), 25% topsoil, 25% double shredded, undyed, natural hardwood mulch.
 - Perc rates over 36 hours result in an unsuitable location for a rain garden. Project must drain within 24-36 hrs.
 - Consult with a qualified professional if project location takes longer than 24 to 36 hours for water to drain through your test pit.
- Must be downslope and 10-20' from all buildings and 10' concrete or asphalt slabs like sidewalks, driveways, patios and garages
- Project must not back up water onto a neighbor's property or cause additional lot to lot runoff issues
- Must not be built over utilities (water, gas, electric)
- Must overflow onto pervious surface (grass, garden, etc.)
- Must not be built under tree canopy (within the tree dripline)
- Must not exceed 15% slope (2-5% slope is preferred).
- Must submit rain garden design with graphical scale
- Must submit sample planting plan that includes:
 - Common & scientific name
 - Container size (quart pot size or larger. No plugs or seed will be accepted)
 - Quantities
- Project must have a minimum of 6" ponding depth with no more than 9" of temporary ponding.
- Project must use 3" of natural un-dyed hardwood mulch. No pine bark.
- Berm must be 6-8" in height and be on a 3:1 slope outside edge(preferred); 2:1 slope maximum inside edge. Berm must be minimum 24" wide at the base and be 12" wide at the top of the berm
- If a downspout is being directed to the rain garden a "splash guard" or other means must be used to avoid erosion in the rain garden
- Submit maintenance plan and schedule
- Identify that project adheres to all local ordinances, deeds, or homeowners' associations requirements.