



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.

In this Application Package:

- Program Overview and Application Instructions
- Appendix A:** Guidance for Applicants New to Water Quality Restoration Projects
- Appendix B:** Project Narrative Guidance
- Appendix C:** Guidelines for Public Outreach and Stewardship Projects and Small-Scale Restoration Projects
- Appendix D:** Additional Project Resources
- Appendix E:** Trash Trap Information, Site Location, and Example Monitoring Form

Deadline: November 14, 2019, at 4pm

Eligible Applicants: 501(c)(3) 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 applications in these areas.

Grant Requests of:

Public Outreach and Stewardship: up to \$30,000 for public outreach and stewardship projects and up to \$50,000 for behavior change projects.

Community Based Restoration: up to \$100,000 (larger with prior approval) for restoration projects.

Litter Reduction Using Trash Traps: up to \$250,000 to reduce trash in the Anacostia River Watershed using trash traps.

Submit your application by following instructions at:

<https://cbtrust.org/grants/montgomery-county-watershed-restoration-outreach/>

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 either be a Montgomery County based group or include at least one partner that represents a stakeholder group based in Montgomery County, Maryland.

The Chesapeake Bay Trust is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of all of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. Since 1985, the Trust has awarded more than \$100 million in grants and projects for environmental education, community outreach, local watershed restoration, and science that engage hundreds of thousands of dedicated individuals. The Trust serves as the administrator for this grant program which is funded entirely through the [Montgomery County Water Quality Protection Charge](#).

The Montgomery County Watershed Restoration and Outreach Grant Program will fund projects that increase public engagement and promote stewardship activities that reduce pollutants through community-based restoration practices.

Goals of the Program

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.

To that end, this program seeks projects that will:

- a) Assist non-profit organizations such as watershed organizations, homeowners associations, or civic organizations to significantly engage residents in achieving water quality improvement through increased awareness and quantifiable behavior change;

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- b) Demonstrate runoff reduction and local water quality improvement on property owned by non-profit organizations such as faith-based institutions, community associations, community pools, private schools, or other types of non-profit entities; and/or
- c) Reduce trash in the Anacostia River Watershed by trash capture devices, also known as “trash traps.”

The Trust is committed to the advancement of diversity and inclusion in its grant-making and environmental work. As a result, the Trust strongly encourages grant applications directly from underrepresented groups and for projects that increase awareness and participation of communities that are traditionally underrepresented, such as communities of color. For a full description of the Trust’s efforts to engage under-engaged groups, please see our 2015-2020 Strategic Plan at www.cbtrust.org/strategic-plan.

Local Jobs and the Community

This grant program is focused on assisting the Montgomery County Department of Environmental Protection (DEP) in meeting its mission “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. For a directory of certified firms, visit <https://mbe.mdot.maryland.gov/directory/>.

Eligible Applicants

The Trust welcomes applicants from **501(c)(3) non-profit organizations**, such as:

- Watershed organizations
- Faith-based organizations
- Service, youth, and civic groups
- Homeowner and community associations
- Private schools (public school sustainable efforts are supported through the [School Energy and Recycling Team Program](#))

Note: This is not an exhaustive list of eligible applicants; however, applicants must have a current 501(c)(3) status. If your organization category is not listed above, contact the Trust to verify eligibility. Applications submitted from organizations outside of these categories may not be eligible for funding.

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](#).

New Applicants

New applicants are welcome!

Groups that **have predominantly community-oriented missions, whether they are environmentally focused or not**, are strongly encouraged to consider submitting an application.

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 can be arranged to refine your project idea for this program.

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

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Applicants are highly encouraged to contact the Trust to discuss their proposal or arrange for a site visit with the Trust and Montgomery County staff before applying for funding. We recommend that site visits are scheduled no later than October 31, 2019, to allow sufficient time to visit the site and receive feedback for submission. To schedule a site visit, contact Jeffrey Popp, jpoppp@cbtrust.org or 410-974-2941 x103.

Applicants that are not based in Montgomery County must have a Montgomery-based partner, the role of whom should be clearly articulated in the application and in a Letter of Commitment from that partner. For projects involving construction, a Letter of Commitment must include approval from the property owner for installation and assure project maintenance if 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, Community Based Restoration Implementation, and Litter Reduction in the Anacostia River Watershed Using Trash Traps.**

Projects that will **NOT** be supported include:

- Annual giving, research, fund raising, and/or venture capital;
- Political lobbying;
- Reimbursement for a project that has been completed or materials that have been purchased; and/or
- Traditional marketing efforts that serve to generally promote the applicant organization.
- Projects in the City of Gaithersburg, Rockville, and Takoma Park. For projects in these jurisdictions, see the Trust's [Outreach and Restoration Program](#).

For additional guidance about acceptable project types and their criteria, see the Appendix A for the project type you plan to include in your application and/or contact the Trust.

Project Type 1 – Public Outreach and Stewardship

Request Amount: (up to \$30,000 for public outreach and stewardship projects and up to \$50,000 for behavior change projects)

Projects in this category will 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 will identify and target a specific audience, the need for the program, the outreach strategies to be used, how success will be measured (evaluation), and the expected result.

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 products, 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 (e.g., rain barrels), 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 (e.g., Water Quality improvement or RainScapes); and/or
- Projects focused on behavior change strategies.

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The best proposals will place the project in the context of a larger initiative that will eventually seek to influence behavior and will support the DEP mission and programs. Priority will be given to projects that clearly identify this approach and are located in priority watersheds (i.e., Anacostia, Rock Creek, and Cabin John Creek). For more information on stream health visit: <https://www.montgomerycountymd.gov/water/streams/watershed-health.html>.

The best projects will align with the guidelines for Project Type 1 that are in Appendix B. For more information on outreach, behavior change, and social marketing tools visit the Trust's additional resources page at: <https://cbtrust.org/additional-resources/>.

Project Type 2 – Community Based Restoration Implementation

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

Several stages of small-scale community-based restoration work will be supported: designs (conceptual and final design); design and build projects; and projects where a final design exists and funds are needed for implementation only. Each project must have the defined goal of and a process that leads to the eventual successful implementation of “in the ground” projects that reduce stormwater runoff, improve water quality, and educate the public.

All requests for design-build projects must:

- 1) include a [site assessment](#) prior to design development; the site assessment must demonstrate clearly why the project location was selected and report the intended benefits;
- 2) receive acceptance/approval by the Trust and DEP for installation prior to beginning construction; designs must demonstrate how the project design and sizing is appropriate for the site; and
- 3) receive acceptance/approval of the installed practice(s) by the Trust and DEP prior to final award close-out. A final site visit is required to ensure the practice(s) were installed as approved.

Key requirements and priorities:

- The application must include stormwater runoff reduction calculations and a stormwater education component (e.g., community workshop before and after the practice(s) are installed) and
- Projects must be <5,000 square feet of area of disturbance.

Example Project Types:

- Bioretention cells, bioswales, and projects such as conservation landscaping, green roofs, pavement removal, pervious paver 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 practice design(s) and installation.

The above lists are not exhaustive of project types that might be applicable for funding. 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, contact Jeffrey Popp, Program Officer, to discuss your idea and/or to perform a site visit to refine your project idea and your application should you submit. Support for project design only projects may be requested and projects for which the design phase has not yet begun will be considered. Priority will be given to projects that are furthest along in the assessment and design phases.

Projects that will **NOT** be supported under Project Type 2 include:

- “[Green Street](#)” projects that control runoff from public roads or rights-of-way. For these types of projects, see the Trust's [Green Streets, Green Jobs, Green Towns Program](#) co-funded with the U.S. Environmental Protection Agency Region 3, the City of Baltimore's Office of Sustainability, and Maryland Department of Natural Resources.

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- Retrofit of existing stormwater practices, such as stream restoration, stream stabilization, stormwater pond, stormwater wetland, regenerative stormwater conveyance, or other existing stormwater practice retrofits. For these types of projects, see the Trust's [suite of restoration programs](#) or other funding mechanisms.

Project Type 3 – Litter Reduction in the Anacostia River Watershed Using Trash Traps

Request Amount: up to \$250,000

Trash in the Anacostia River Watershed can be reduced by trash capture devices, also known as trash traps. Proposals to support the planning, design, installation, outreach and engagement, and maintenance of trash traps at one site identified as most feasible for a trash trap device. More details and specifications for the site is provided in Appendix E.

All requests for trash trap projects must:

- 1) include an evaluation of selected in-channel trash capture systems, which may be readily available on the market, assessment of site feasibility for the chosen site, and the piloting of a successful trash capture system for the site;
- 2) include costs associated with the planning, design, permitting, and implementation of a trash trap, as well as **one (1) year of maintenance post-installation** that includes the proper operation of the trash trap (i.e., the trash trap is functioning as designed), monitoring site conditions and removal of accumulated trash to ensure the trap remains functional;
- 3) include proposed reporting and maintenance schedule with details of how the successful applicant will monitor and maintain the system (i.e., collect, categorize, and weigh materials as well as maintain the structural components), and report results to the County (e.g., trash weight and type removed), immediately following large rain events (i.e., greater than 1 inch of rainfall) or at a minimum, weekly;
- 4) include a minimum of one outreach event for the public (e.g., unveiling or ribbon cutting event) at the trash capture site to highlight Anacostia River trash reduction activities and provide anti-litter education for the public; and
- 5) support a Montgomery County Certified Local Small Business. Grant applicants are encouraged to use the County's Central vendor registration system <https://mcipcc.net/main/homePage.php> to register or identify County-based certified small businesses in connection with the implementation of proposed projects.

Key requirements and priorities:

- All data must be recorded and reported using reporting forms developed by the awardee and approved by the County.
- The design must incorporate educational signage to inform and increase public awareness of the County's commitment to clean water and trash reduction.

The awardee must collect and report data on total weight and volume of trash collected; number of bags of trash and recyclables; and counts of trash types. Count, weight, and volume data must be collected on categories that include, but are not limited to plastic bottles, glass bottles, cans, plastic bags, food wrappers, tires, Polystyrene, straws, and sports equipment/toys. The successful applicant will coordinate with the Montgomery County staff to identify the final trash capture device to design, permit, and implement as well as the monitoring and maintenance conducted for the trash trap.

In addition to the feasibility, design, permit, installation, and maintenance/monitoring, the project must include outreach and education to the general public and Montgomery County Public Schools. This outreach work should include providing a quantifiable way of measuring project success. For example, describe how the project will use students/teachers to estimate annual volume and weight of trash to be collected by the installed trash capture system and how this collection translates to a reduction in the annual trash waste load allocation for Montgomery County.

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The outreach programming to engage Montgomery County Public School students and teachers must include the development of learning materials and/or interactive tools (e.g., social media page, interactive websites, curriculum-based activities, etc.). The awardee is expected to work with County staff and Montgomery County's public-school teachers to ensure that these materials and tools meet environmental literacy standards.

Criteria and Guidelines

Help is available!

The Trust's Program Officer is available to explain the application, review materials, conduct preliminary site visits, 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 Type Guidance – provides all the components needed for each project type.

Appendix D: Project Resources – provides additional tools and resources to plan a successful project.

Appendix E: Trash Trap Resources – provides additional details and specification for the site identified for the trash trap installation in the Anacostia River Watershed.

The following criteria will be used by external technical expert reviewers to evaluate applications under the Montgomery County Watershed Restoration and Outreach Grant Program. The Trust staff will serve as guidance through the review phase. Preference will be given to applications that meet multiple criteria.

Scoring criteria for all tracks

- **General Quality of Application (15 points):**
 - What is the level of completeness and attention to detail?
 - Have all questions been answered?
 - Can the reviewers clearly understand what you are proposing to do?
- **Consistency with RFP (10 points):**
 - Is the project proposed consistent with the intent of the project type selected?
 - Are all required application components included for sound evaluation of the application?
- **Justification (Project Need) (15 points):**
 - Does the applicant justify the project need and design elements?
 - Are the line items budgeted justified in the project narrative?
- **Likelihood of Project Success (20 points):**
 - What is the likelihood of success if this project were to move forward?
 - Are methodologies and/or designs sound and consistent with best practices?
 - Has the applicant procured landowner permission, if necessary?
 - Does the timeline and scale of budget reflect the intended project scope?
 - Are the selected partnerships appropriate?
 - Partnering with other organizations to leverage organizational strengths and enhance project outcomes are strongly encouraged.
 - 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 consultants/contractors.

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- Applicants are also encouraged to engage an organization or individual to serve as project manager and may use grant funds or matching funds to cover those costs, if needed and justified in the application.
- **Demonstration Value (10 points):**
 - Does the project have demonstration value and/or transferability?
 - Does the project educate and engage volunteers in ways that promote positive attitudes and behaviors to benefit local watersheds of Montgomery County?
 - Do the projects selected have high publicly visible demonstration value?
- **Sustainability (10 points):**
 - Has the applicant addressed future project sustainability?
 - If the project is a knowledge-building or behavior change project, will the impacts of the work be felt after the award period has ended?
 - For on-the-ground projects, will the project persist and be well-maintained and not be threatened by various types of disturbance?
- **Cost Effectiveness/Budget (20 points):**
 - Is the budget appropriate and cost effective?
 - For work involving subcontractors, were estimates or bids from at least three consultants or contractors considered?
 - In-kind and cash match is not required but will be viewed favorably.
 - 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 pay for the project’s “soft costs.” All requests for “soft costs” should be accompanied by a clear and compelling justification.
 - Leverage resources as much as possible by connecting to other existing, complementary community or County led watershed stewardship efforts, such as water quality improvement or outreach projects on faith-based property, homeowner association (HOA), or private school-related projects, outreach projects, and volunteer projects.
 - For a list of County led projects that your proposal could complement, see the County’s Watershed Protection and Restoration Project map at <https://www.montgomerycountymd.gov/water/restoration/map.html>.

Projects must abide by all County laws and regulations.

Requirements and priorities for all projects:

- **Priority Areas for Restoration:** Projects are preferred in watersheds that are high priorities for restoration and support the County's Local Watershed Implementation Plan (WIP) that is available at <https://www.montgomerycountymd.gov/water/stormwater/county-implementation-strategy.html> or that use a subwatershed approach to engage and connect with the community. This will allow project ideas to be compared based on local watershed and countywide restoration priorities and ensure the most cost-effective, community-relevant projects are given priority.
- **Signage and Outreach Plan:** All community-based implementation projects must include **interpretive signage in their outreach plan and budget**. Interpretive signage must be compatible with and include the sign requirements for Montgomery County that will be detailed in the award agreement, should you receive funding, and signs must be approved prior to installation. Contact the Trust or visit the Trust’s [additional resource](#) page for ideas about signage.
- **Awardee Reporting:** 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.
- **Awardee Product Requirements:** All products (such as brochures, pamphlets, videos, maps, etc.) that were produced with funds through this grant program are the property of the awardee but must be shared with Montgomery County. These products must be made publicly available and not copyrighted by the grantee or any other entity. Finally, these products cannot be used for profit during the award period or in the future by the awardee or any other entity.

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- Consultants: Has/will a consultant be hired and has a contractor been selected? In the project narrative, you will be asked to describe your consultant/contractor selection process, including justification and background of the selected consultant/contractor. The Trust strongly recommends that applicants get at least three competitive bids, estimates, or quotes.

Funding Availability and Restrictions

Requests will generally not exceed \$50,000 for Public Outreach and Stewardship (Type 1) projects, \$100,000 for Community Based Restoration Implementation (Type 2) projects, and \$250,000 for Litter Reduction in the Anacostia River Watershed Using Trash Traps (Type 3) projects. However, requests may exceed these levels with additional justification and prior approval by the Trust. Implementation projects are not eligible for the RainScapes Rewards Program; subsequently, the RainScapes Rewards program cannot be used as match for the project. This grant program reserves the right to approve funding for projects and budget items that advance progress to meet the County's MS4 permit requirements, that meet specified funding priorities, and that meet the goals of Montgomery County.

Neither the Trust nor Montgomery County can 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. Finally, see other programs at the Trust for stream restoration project support.

Project Timeline

Projects must be completed within 18 months upon receipt of the award. Requests to extend the project completion period will be reviewed and considered on a case-by-case basis.

When the project is complete, awardees are required to complete final reports that include submission of all receipts for supplies, invoices for subcontractors/contractors, and copies of timesheets for personnel time used (timesheets must include date, name, time worked per day, and coding to tie the time worked to the award). All financial back-up documentation will be grouped and numbered to correspond to the budget line item expense. Organizations with overdue status/final reports will not be provided additional awards.

Application Review

Each application is reviewed by a technical external peer review committee, called the Technical Review Committee (TRC), composed of individuals who are experts in the fields supported by this RFP and represent communities served by projects funded by this RFP. The TRC ranks and scores all applications based on the criteria above, then meets to discuss the application merits. The TRC then recommends a suite of applications to the Trust's Board of Trustees. The Trust and funding partner reserve the right to fund projects and budget items that advance its mission and meet its specific funding priorities and criteria.

To allow applicants to set expectations prior to investing time in an application, the Trust provides historical application approval rates for the same or similar programs: The average approval rate from the last three rounds in this grant program is 60%, this includes both fully and partially funded applications. The average approval rate of all applications to the Trust is 33%.

Contact

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

Application Submission Instructions and Deadlines

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To apply for a grant, follow instructions at <https://cbtrust.org/grants/montgomery-county-watershed-restoration-outreach/>.

Click on “New Applicant” and follow the on-screen instructions if you have not yet registered to use the system.

Applicants must submit applications in the **Chesapeake Bay Trust Online Grant System** by **4:00 pm on November 14, 2019**. Late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 pm. **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 due date.

All applicants will receive a letter stating the funding partnership’s decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send an award agreement with award conditions and due dates of status, progress, and final reports. The Trust will mail the first award payment to the requesting organization following: 1) the Trust’s receipt of the signed award agreement and 2) satisfaction of any phase 1 payment award contingencies. Ten percent (10%) of the total award will be held until the final report is submitted and approved. In cases where the awardee fails to submit a status report, progress report, or final report by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

By submitting an application to this program, applicants acknowledge that: 1) they are compliant with federal employment and non-discrimination laws and 2) they have not been debarred, convicted, charged or had a civil judgment rendered against them for fraud or related offense by any government agency (federal, state, or local) or been terminated for cause or default by any government agency (federal, state, or local). In addition, all final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

Grant awards will be announced in February 2020.

Application Instructions

When completing the online application process, you will be asked for the following information. In addition, watch our video on how to apply for and submit an application using our online system at <https://cbtrust.org/grants/>.

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

Eligibility Quiz: This quiz is meant to assist you in determining if your project meets the requirements of the award program and that your staff/organizational structure best supports a successful application.

Organization Information

- 1) Organization name (You must list the exact organization name to which the check will be issued if funding is approved. Confirm the organization name with your finance office before submitting this application.)
- 2) Address & Phone Number
- 3) Mission of Organization
- 4) Organization Type
- 5) EIN Number

An Executive Officer and Project Leader, two separate individuals, must be identified for all applications.

- The Executive Officer and Project Leader must be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application.
- The Project Leader will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The email address entered here **MUST** be the same as the email address you used to log in to the online system. The Project Leader is the primary point of contact for the application,

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and the email address used to submit the application via the online system must be that of the Project Leader. Applications in which the email address associated with the Project Leader in the “Applicant Information” tab of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors, consultants, or other project partners. If at any time the Project Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Leader.

- 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: name, title, address, phone, and e-mail

Project Leader: name, title, address, phone, and e-mail; REMEMBER: THIS EMAIL ADDRESS MUST BE THE ONE USED TO LOG IN TO SUBMIT THIS APPLICATION

Grant Information:

- 1) Project Title: List the title of your project. Start your title with the Project Type proposed, i.e., Public Outreach and Stewardship, Community-Based Restoration Implementation, or Litter Reduction in the Anacostia River Watershed Using Trash Traps.
- 2) Amount of Montgomery County Watershed Restoration and Outreach Grant funding requested
- 3) Grant Period: Enter project start and end dates
- 4) In which Montgomery County stream, river, or watershed will the project be located?
Guidance can be found at: <https://www.montgomerycountymd.gov/water/streams/index.html>
- 5) Property Tax ID#, if applicable and if known. Assistance can be found at: <https://www2.montgomerycountymd.gov/realpropertytax/default.aspx>
- 6) Latitude and Longitude (in decimal degrees) of project site (google maps can provide this information)

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.

Project Partnerships and Qualifications

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

Letters of Commitment: Applicants are encouraged to upload a Letter of Commitment for the project from each partner describing in detail the partner’s role or contribution to the project. Applications including strong Letter(s) of Commitment often receive higher scores. If not submitted with application, Letter(s) of Commitment may be required prior to the release of any awarded funding. To better understand the Trust’s definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: <https://cbtrust.org/forms-policies/>.

No letters from Montgomery County Executive Branch agencies, MS4 permit, or MS4 co-permittees will be considered during the review process.

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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 for the Project Narrative (Appendix B). This five-page limit does not include additional photos, materials such as Letter(s) of Commitment, items that support/address the Project Narrative questions in Appendix B, or other items that detail the project and/or respond to required items for your project type.

Budget Upload

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

- Be as detailed as possible
- For any staff cost requests, list the percentage of overall time devoted to the project by each staff member in the budget item column. It is expected that all personnel included in budgets will be directly involved in the work conducted under this program. Requests that do not include full justification for personnel involved may not be fully funded.
- Matching/leveraged resources are encouraged. 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 submitted.

Budget Category Information

This final online award program component will ask applicants to enter budget category totals. These totals will be automatically calculated in the FMS Application Budget. The Trust strongly encourages all applicants, to view the webinar explaining how to best use the FMS that is online at: <https://cbtrust.org/forms-policies/>. Finally, check that the project’s total requested amount you entered earlier in the application is correct.

Use the “Additional Budget Justification” section in the online application to justify and explain costs. Budgets that are detailed, justified, and itemized are ideal.

The body of work described in your proposal should be able to be accomplished with the resources requested in your budget. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.

Terms and Conditions

Agree to the specified terms and conditions for the program for which you are applying.

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

- a. The first step is to brainstorm on general project ideas.
- b. 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](#).
- 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 their mission. Another option can be contacting two or more for-profit consulting firms or

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contractors familiar with stormwater projects 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: Determine/Obtain a Scope of Work and Estimated Costs

- a. Determine the work necessary in order to complete the project and determine the associated costs for this work including timelines. Be as specific and detailed as possible. You may need to utilize a firm familiar with stormwater management design and/or 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 two or more firms that provide stormwater management engineering services, if necessary, 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 management design and engineer service firms can 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 Proposals to determine what minimal elements are needed from your potential consultant/contractor.
 - 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, contact the grant manager, Jeffrey Popp or visit the Trust's website at: <https://cbtrust.org/additional-resources/>.

Appendix B: Project Narrative Guidance

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

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

Based on Project Type provide the following:

1. **Project Goal(s):** Identify the water quality or outreach goal(s) associated with the project.
 - For example, reduce stormwater runoff from paved areas by installing conservation landscape practice(s); achieve 80% rate of homeowner's association (HOA) residents who pick up after their pets.
2. **Background:** Describe the background of the project? 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 communication 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 (WIP) 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 the County's Municipal Separate Storm Sewer System (MS4) permit requirements.
4. **Community context:** The best projects will connect to other existing community watershed stewardship efforts. Indicate how this project fits into other watershed stewardship activities occurring in the community.
 - For example, are neighboring faith-based organizations or HOAs who may already be undertaking environmental activities going to be engaged in this project? If so, describe this connection and how your project builds on existing efforts.
 - For a list of Trust-funded projects in the area, applicants are encouraged to reference the list of previously awarded Montgomery County projects at <https://cbtrust.org/grants/montgomery-county-watershed-restoration-outreach/> and the Trust's annual reports online at <https://cbtrust.org/annual-report/>.
5. **Demographic Information:** In light of the Trust's commitment to the advancement of diversity in its award-making, provide demographic information about the community or population involved in or served by the project. Provide your organization's experience working within the specific communities that you will be prioritizing. If you have not had significant experience within your prioritized demographic, explain how you intend to address this issue; the Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies within the targeted demographic(s).
6. **Criteria: See Appendix C or Appendix E for further details based on project type.** Describe how you will adhere to specific project design criteria and desired outcomes. 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

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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.
8. **Experience:** Briefly 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 you do not possess the technical expertise to lead a project within your staff, qualified technical experts, agencies, or organizations must be identified as partners or/consultants/contractors.
 9. **Consultants:** Has/will a consultant be hired and has a contractor been selected? 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 three competitive bids, estimates, or quotes.
 10. **Sustainability:** The Trust aims to invest in projects that have the longest potential longevity, after the grant period is over. Several threats exist that may result in loss of project value: change in public interest in an effort, whether behavior change or restoration; changes in rainfall or sea level associated with climate change; change in land use; and more. Discuss the future you see for the work for which you are requesting funds. What factors may affect its long-term value and how will you ensure its long-term value is maximized? If the project or program will need ongoing financial resources in order to maintain its value, provide an abbreviated plan describing how the project will be sustained beyond the term of the proposed funding request?
 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 a portion of required projects that are in excess of regulatory requirements.
 - In your application 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:** Include any additional technical information in this project narrative file (as opposed to attaching separate files), which can exceed the five-page limit for this Project Narrative response.

Appendix C: Guidelines for Public Outreach and Stewardship Projects (Type 1) and Small-Scale Restoration Projects (Type 2)

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 (Project Type 2), specific requirements, methodologies and designs will vary by approach. If you are unsure on what to include in your application, 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, and/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 approaches. Justify how the outreach and engagement approach 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. **Outcome(s)**: Identify the specific program outcome(s), in particular, related to the Public Outreach and Stewardship Project. Identify strategies for achieving long term sustainability.

For publication requests:

- Include a detailed dissemination plan, to include estimated number of copies for each audience, content outline, and draft text or mockup of proposed publication;
- List and describe any previously developed publications similar to those 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
- Provide evaluation criteria for impact/success.

For website and on-line media request provide:

- 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 impact/success.

For education event or workshop request provide:

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

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- Approximate date(s); and
- Evaluation criteria for impact/success.

For Projects focused on documenting behavior change provide:

- 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 for impact/success; and/or
- Analysis and documentation of final program outcomes.

Project Type 2: Small Scale Restoration Projects (projects must be <5,000 square feet of area of disturbance.)

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 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 of each project type 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 that are published in the [RainScapes manual\(s\)](#) and follow all applicable industry requirements and standards, as applicable to your project. Additional information can be found on the RainScapes website at www.rainscapes.org/resources (Appendix D).

Applications shall include (as applicable):

1. Project location information, address, site property tax ID number, and latitude/longitude
2. Site photo(s)
3. A DEP Approved [Site Assessment](#) form
4. Description of existing conditions: including mapped utilities and roads, trees (species, diameter at breast height (DBH), and canopy/dripline location), structures, walkways, driveways, existing landscaping, downspouts, etc.
5. Perc test results (if available); project location must be able to perc. Directions for how to complete a perc test can be found here: <https://www.montgomerycountymd.gov/DEP/Resources/Files/downloads/rainscapes/How-To-Do-a-Perc-Test.pdf>
6. 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>
7. Proposed project design (Plan view) or site/concept plan if designs are not completed, including project location, property boundaries, project size, topography, map of roads and utilities, and drainage flow paths. Note: If awarded, a completed site plan must be submitted to the Trust for approval prior to any installation work. Once grantee receives approval to proceed, implementation may begin.
 - a. A complete site plan and map must include:
 - i. 2 foot topographic data, available in GIS format from the [Montgomery County map](#).
 - ii. Project boundary and drainage area boundary.

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- iii. Drainage area size (obtained from topographic maps described above) and percent impervious cover within the drainage area. Include a map outlining the drainage areas.
 - iv. Setbacks and right(s) of way locations.
 - 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 flow paths 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.
8. 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 to \$8 each and trees and shrubs at \$25 to \$35 each. If requests differ, please justify).
 9. Calculations showing amount of stormwater runoff treated by facility.
 10. An Outreach Workplan: For implementation projects that include a significant outreach component, 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 approach is appropriate for this target audience. Provide examples of similar programs that have demonstrated success and reference your organization’s experience with these approaches.
 11. Landowner permission, agreement, and maintenance. Supply a Property Owner Agreement/Right of Access Agreement and Letter of Commitment 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 is required. This letter must state that there is commitment to maintain the project.
 12. Maintenance: For all applications, a description of long-term maintenance activities (i.e., maintenance plan for two years) must be included in the body of the proposal. **A legal representative of the property owner and the party responsible for long-term 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.
 13. A completed drainage area data table for each standard stormwater best management practice (BMP), including size of the BMP, drainage area to practice, impervious cover within drainage area (in square feet), and volume of water captured (in cubic feet) is required. The table below includes the required elements with a rain garden and pervious pavement example.

Table 1: Examples of table required in application for the BMPs size, drainage area, impervious cover within the drainage area, and volume of water captured.

Requirement	Rain Garden (BMP) Example	Pervious Pavement (BMP) Example
Drainage Area (DA) to each BMP (in square feet):	500 square feet (roof area drainage to rain garden is 25 feet x 20 feet)	2,300 square feet (800 square feet parking area, 1,000 square feet of roof, 200 square feet of patio area, and 300 square feet of turf draining to project)
Total Impervious area within the Drainage Area to BMP (in square feet):	500 square feet (roof area drainage to rain garden is 25 feet x 20 feet)	2000 square feet (800 sf pavement replacement plus 200 sf patio area and 1000 sf roof downspout directed to pavement)

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Surface Area of BMP (in square feet):	Proposed Rain Garden will be 110 square feet (75 square feet of planting media, 2' depth) (see pgs. 10-11 Rain Garden Technical Manual) This practice will treat a 2.3-inch rainstorm	800 square feet (replacing 40 feet x 20 feet area parking area) (see pgs. 8-9 Permeable Paver Guidance) This practice will treat a 1.3-inch rainstorm
Volume of Water Captured by BMP (in cubic feet):	(Square feet of impervious x 0.225) x (7.48 gallons) = Total Gallons Total Gallons divided by 3 = Required size in cubic feet (500 square feet x 0.225) x (7.48 gallons) = 841.5 gallons 841.5 gallons divided by 3 = 280.5 cubic feet	(Square feet of impervious x 0.225) x (7.48 gallons) = Total Gallons Total Gallons divided by 3 = Required size in cubic feet (2000 square feet x 0.225) x (7.48 gallons) = 3,366 gallons 3,366 gallons divided by 3 = 1,122 cubic feet

Level of Effort and Steps from Application to Completion:

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 provided in order for you to plan enough staff time and/or consultant/contractor time in your budget to complete these steps. A rain garden location installation is used in this example. Applicants must include staff time and/or consultant/contractor 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 those perc test results to determine the viability of the practice. 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

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, no 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 from Trust and/or DEP staff

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.

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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, the Trust staff, and DEP 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.

Either schedule a site visit with Trust staff and DEP staff during implementation OR if agreed upon with Trust staff, submission of site photos and a short description of progress during construction in order to assess that the implementation is going per the approved plan (step 4).

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), property owner(s), and DEP staff to ensure that the practice was implemented as designed, to address any final comments, and to receive post-construction approval.

Step 8 – Once the project is complete, applicants are strongly encouraged to apply to the [Montgomery County Water Quality Protection Charge Credit Program](#).

Appendix D: Additional Project Resources

- Montgomery County's WIP: <https://www.montgomerycountymd.gov/water/stormwater/county-implementation-strategy.html>
 - Soil Survey Mapping: <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
 - [RainScapes program overview](#)
 - RainScapes Resources (also see RainScapes Criteria and Guidance below): <https://www.montgomerycountymd.gov/water/rainscapes/resources.html>
 - 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
 - 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: <https://cbtrust.org/additional-resources/>

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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 following:
 - location of the proposed practice and what it will be replacing, if applicable (pavement, turf, etc.)
 - setbacks and right(s) of way locations
 - slopes
 - tree root zones
 - sunny areas versus shady areas on the property
 - that project adheres to all local ordinances, deeds, or homeowners' associations requirements prior to installation
- Submit the following with your application:
 - size of the drainage area to the project and the size of the impervious area draining to the project
 - lot size relative to impervious area
 - soil characteristics and permeability (Perc test if applicable)
 - maintenance plan and schedule identify who will conduct maintenance and include signature(s) of the responsible party and property owner signifying acknowledgement and approval.
 - documentation that project has landowner approval (includes signature)
 - documentation that project adheres to all industry standards and requirements
- If awarded, the 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
 - not back up water onto a neighbor's property or cause additional lot to lot runoff issues
 - photo document the implementation process
 - grantees are strongly encouraged to advise property owners of implementation projects to apply for the County's water quality protection charge program credit at the completion of the grant period.

Project Sizing minimums per stormwater Best Management Practice for grant projects:

- **Cisterns & Rain Barrels** - Must capture a minimum of 250 gallons (200 gallons for rain barrels)
- **Conservation Landscaping** - Must be a minimum of 250 square feet total, can be more than one location
- **Rain Gardens** - Must collect a minimum of 1.25 inches of rain; collection of 2.7 inches preferred
- **Pervious Pavement and Pavement Removal** – Must be a minimum of 100 square feet
- **Green Roof** – Must be a minimum of 250 square feet

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Considerations for Grant Applicants per Stormwater Best Management Practice (consider these items for your proposed project):

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 feet 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 square feet total, one BMP can be more than one location. Projects that can allow 3" of ponding are preferred.
- 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 name and scientific name
 - Container size
 - Quantities
- Soils must be de-compacted at least 9 inches and be amended with 2 inches of compost
- Project utilizes 3 inches of natural, un-dyed mulch
- No artificial weed matting may be used but newspapers are appropriate
- 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

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3. [Dry Wells](#)

- 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 0.225) x (7.48) gal = Total Gallons. Total Gallons divided by 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 inches.
- 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.
- Must be located downslope and 10 feet from buildings
- Must not be installed over utilities
- Must overflow onto a pervious surface (grass, garden, etc.) for at least 10 feet 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 <10%).
- Must have at least 4 inches but no more than 6 inches 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:

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- Common and scientific name
- 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 next to the planned removal area and provide results
- Identify the slope of the existing area that is proposed for removal.
- Material must be disposed of properly
- Compacted subbase (gravel) layer must be removed
- Soils must be de-compacted at least 9 inches and include 2 inches of compost amendment
- Use 3 inches 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 and 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 Permeable Interlocking Concrete Pavement (PICP) industry standards and requirements specs
 - permeable pavers intended for the project must:
 - adhere to transportation design guidance such as American Association of State Highway and Transportation Officials (AASHTO) guidelines for pavement structures (1993) and AASHTO supplement guide for design of pavement structures (1998)
 - withstand moderate volume residential and moderate commercial vehicular use (e.g., permeable pavers will be greater than or equal to 80 mm thick and will have an aspect ratio less than or equal to 3:1)
- Identify the location of the proposed pervious pavement and what it will be replacing (driveway, walkway, patio, etc.)

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- 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 Interlocking Concrete Pavement Institute (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
- Recommended reservoir depth is 10 inches but may be larger
- Impervious surface draining to project may not be more than 5 times the proposed pervious pavement area
- Impervious surface that was removed 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 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 0.225) x (7.48 gallons) = Total Gallons. Total Gallons divided by 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 1.25inches
- 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 to 12 inches 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 inches amended with 2 inches of compost.
 - Perc rates from 18 to 36 hours require a soil exchange using 50% washed sharp sand (American Society for Testing and Materials 33), 25% topsoil, and 25% double shredded, undyed, and natural hardwood mulch
 - Perc rates over 36 hours result in an unsuitable location for a rain garden. Project must drain within 24 to 36 hour
 - 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 to 20 feet from all buildings and 10 feet 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 to 5% slope is preferred)
- Must submit rain garden design with graphical scale

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- Must submit sample planting plan that includes:
 - Common and scientific name
 - Container size (quart pot size or larger; no plugs or seed will be accepted)
 - Quantities
- Project must have a minimum of 6 inches ponding depth with no more than 9 inches of temporary ponding.
- Project must use 3 inches of natural un-dyed hardwood mulch; no pine bark
- Berm must be:
 - 6 to 8 inch in height and be on a 3:1 slope outside edge (preferred)
 - 2:1 slope maximum inside edge
 - A minimum 24-inch-wide at the base and be 12-inch-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

Appendix E: Trash Trap Information, Site Location, and Example Monitoring Form

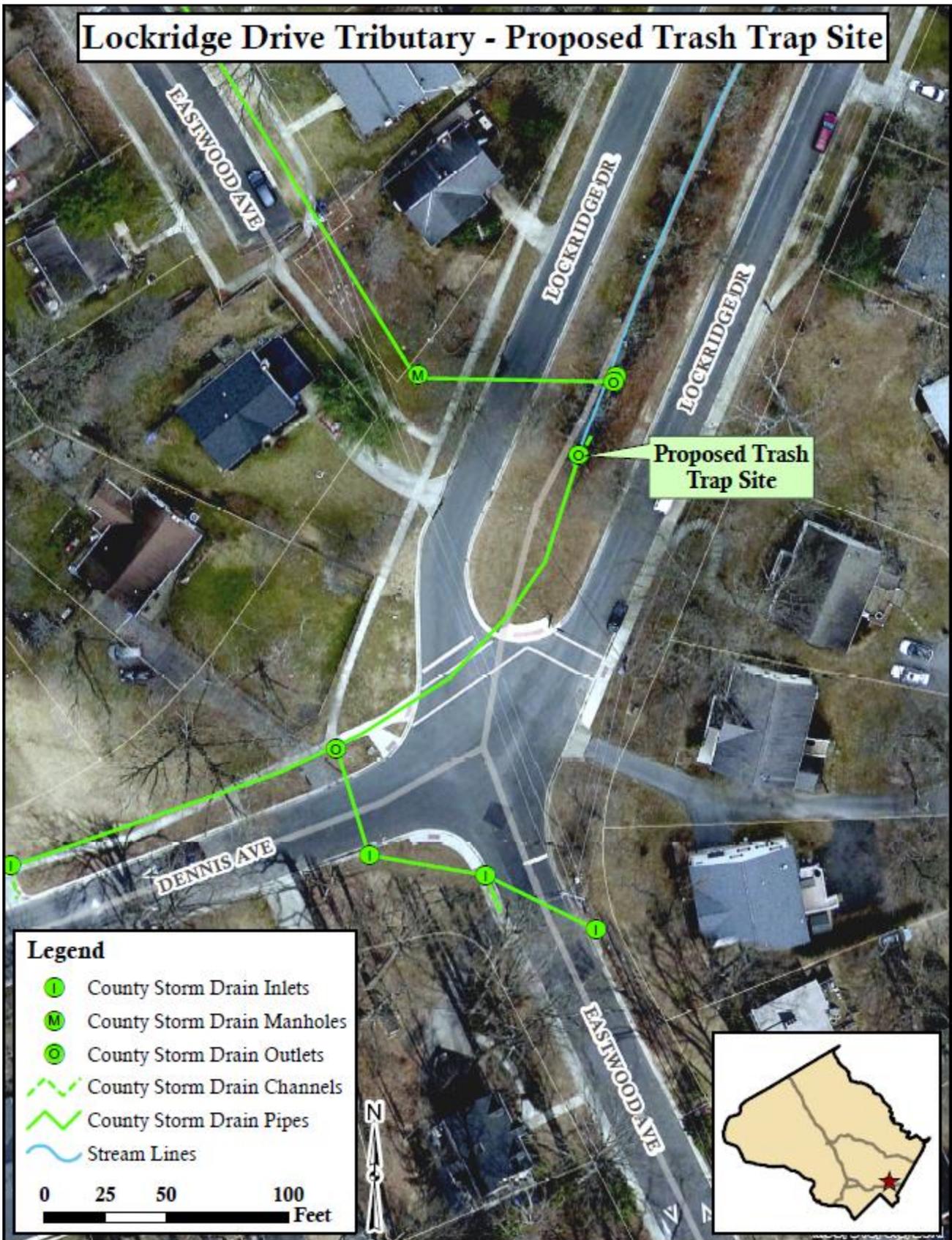
1. Trash Trap Information

- A trash trap:
 - is a floating device installed at strategic locations within waterways to collect and retain floating litter, vegetation and other debris
 - is built using quality, durable and corrosion resistant materials is held in place by chains attached to ground anchors
 - operates silently without any mechanical assistance, capturing and retaining debris ready for removal and disposal
 - has outspread collection booms direct floating litter through a one-way flap or gate into the trap where it is retained ready for removal
 - operates silently 24 hours a day without mechanical assistance
 - does not impede water flow or cause upstream flooding
 - has security fittings used to reduce vandalism
 - does not allow debris to be dislodged once trapped

2. Proposed Trash Trap Location- Lockridge Drive Tributary

The Lockridge Drive Tributary was selected by Montgomery County Department of Environmental Protection for installation of Trash Trap projects. This site was selected based on criteria such as in-stream trash volume, site accessibility, presence/absence of both concrete wing walls for firmly securing the litter trap high stream velocities, absence of overhead power lines which could interfere with basket removal/maintenance-related operations by a boom truck, and site visibility/environmental education value potential. See the map and survey sheet below for more information about the selected location.

Map of Lockridge Drive Tributary Trash Trap Site



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Survey Information of Lockridge Drive Tributary Trash Trap Site

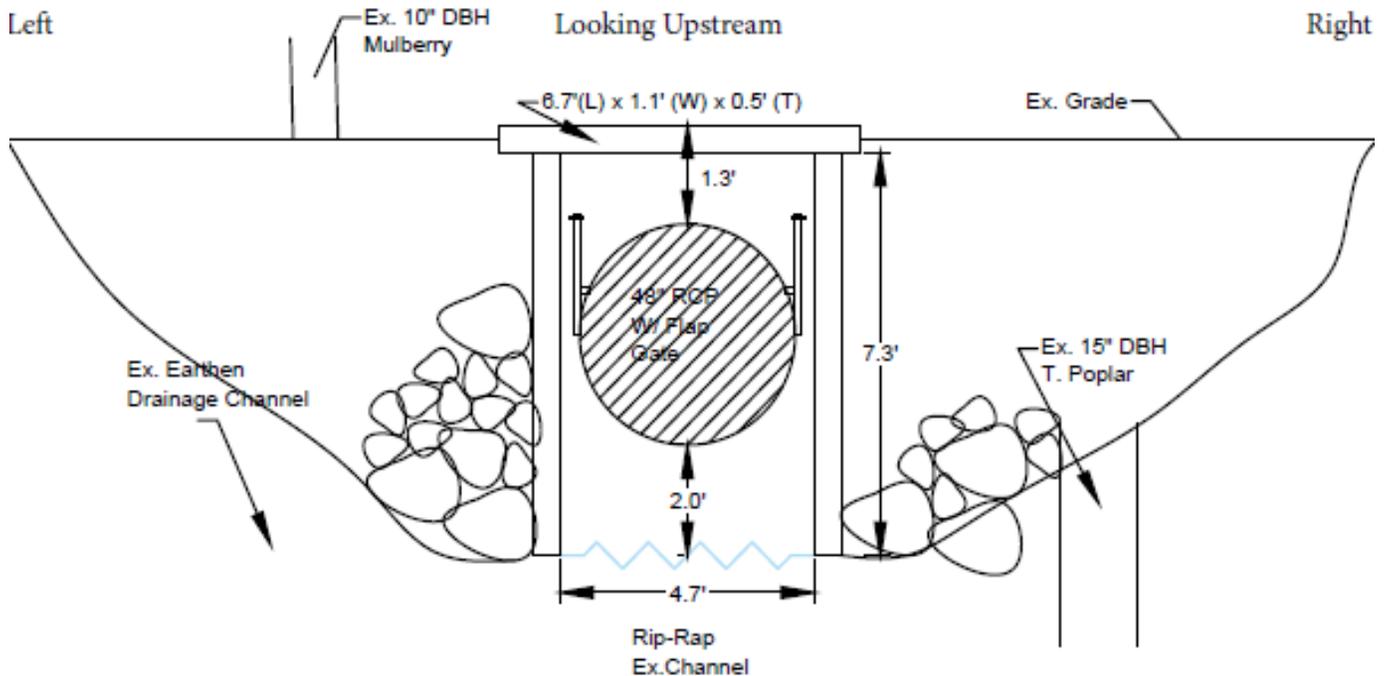
Tributary: Lockridge Drive Tributary		Date: 2/18/2018
Road Crossing: Lockridge Drive/Dennis Avenue		Surveyed By: Phong Trieu, John Galli
Landowner(s): Public		
Trash Level: High	No. Items/100LF: 72.2	Percent Floatables: 65%
Upstream D.A. (acres/miles): 128.88		General Level of Upstream SWM Control: Low (5%)

Road Culvert

Type: 48" RCP SD Outfall with Concrete Wing Walls		Year Built: 1950's
Length (ft):	Slope: Moderate	Condition: Excellent
Headwall: Concrete 7.3" (H)		Wingwalls: Yes, both sides 9.6" (L)
Distance to Nearest Downstream Pool (ft): 0'		Pool Length (ft): 22.4'
Width (ft): 8.4'		Max. Depth (in): 24"
Overhead Utility Lines Present: Yes, approximately 20' away (not a problem)		
Trees >6 in. DBH/Woods Present: Yes, two ≥ 15" DBH (right side, looking upstream)		
Boom Truck Access: Excellent		Volunteer Access: Excellent
Miscellaneous: Excellent site for small bandalong. High site visibility.		

Stream Channel

Avg. Streambank Height (ft): 5.0'	Avg. Streambank Channel Width (ft): 17.4'
Streambank Stability - Upstream: N/A (piped)	Streambank Stability - Downstream: Slight
Upstream Logjams/Tree Falls Present: N/A	



Not to scale

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Photos of Lockridge Drive Tributary Trash Trap Site

Photos:

Description:



Lockridge Drive Tributary 48" RCP storm drain (SD) outfall with concrete wing walls (looking upstream)



Stream channel condition and pool area (8.4' wide X 22.4' long) immediately downstream of the outfall



Boom truck and volunteer access, via Lockridge Drive, is excellent (looking downstream)



Overhead power lines are present and located approximately 20 feet upstream from the SD outfall and should not interfere with installation and access (looking downstream)

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Example Trash Trap Monitoring and Reporting Form

ANACOSTIA WATERSHED TRASH SURVEY – MDE 8 Digit Watershed Code - 02140205

DATE: _____ START TIME: _____
 CREW: _____ END TIME: _____

SUBWATERSHED:									
STATION NUMBER:									
STATION NAME:									
STARTING COORD. (DDMMSS):	Lat:					Long:			
END COORD. (DDMMSS):	Lat:					Long:			
SURVEY TYPE (check applicable)									
1. Stream	<input type="checkbox"/>	Length (ft):							
	<input type="checkbox"/>	No. of Trash "Strainers":							
	<input type="checkbox"/>	Riparian Buffer Conditions:							
2. Trash Netting System		Net Number and Total Weight (lbs)							
Total Number of Nets/ Nets Surveyed		1	2	3	4	5	6	7	8
3. Road Right of Way		300' long and 5' wide on either side of curb gutter per side							
4. Stormwater Management Pond									
5. Storm Drain Outfall (Trash Fence)		DA (Acres/mi ²)=							
GENERAL LAND USES (check all applicable)									
• Low Density Residential (large lot, single family)									
• Medium Density Residential (small lot, single family, and/or townhouses)									
• High Density Residential (apartments)									
• Commercial									
• Industrial									
• Institutional (libraries, schools, religious)									
• Recreational Area (developed)									
• Forest									
• Agriculture									
GENERAL STATION DESCRIPTION:									
PHOTO NUMBERS:									
TOTAL NO. OF OBSERVED ITEMS:									
TOP THREE ITEMS AND ASSOCIATED SUB-TOTALS:									
TOTAL WEIGHT (OPTIONAL):		(lbs)							

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ANACOSTIA WATERSHED TRASH SURVEY (Cont'd)

STATION NO. : _____

Total Weight: _____ (Check if applicable)

DATE : _____

Less Container Weight: _____ (Check if applicable)

	Trash Item	Field Count		Number of Items (Sub-total)	Optional Weight ()
		Carry Out	Other		
1	Plastic Bags				
2	Plastic Bottles				
3	Glass Bottles				
4	Aluminum Cans				
5	Styrofoam (cups, packaging, etc.) 10 peanuts = 1	Expanded Polystyrene	Other		
6	Paper (newspapers, magazines, etc.)				
7	Cardboard				
8	Cloth/Clothing/Carpeting				
9	Food Packaging				
10	Auto :				
	Oil Quart Containers				
	Oil Filters				
	Antifreeze Containers				
	Parts: Large >1 ft ²				
	Small <1 ft ²				
11	Car Batteries				
12	Tires (cars, trucks)				
13	Construction Debris :				
	Bricks (>1/2 brick)				
	Concrete				
	Lumber				
	Misc. (e.g. drywall, etc.)				
14	Appliance(s)				
15	Wooden Pallets				
16	Metal (Drums, Cans, Pipes)				
17	Shopping Carts				
18	Toiletries/Drug Containers				
19	Sports Equipment/Toys				
20	Miscellaneous				
TRASH TOTAL					
DEBRIS SUBTOTAL				Total	
TOTAL WEIGHT					

Container Weight =

of Strainers =