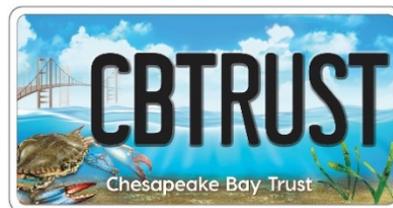




Anne Arundel County Forestry and Forested Land Protection Grant Program

FY 22 Request for Proposals



Chesapeake Bay Trust

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Anne Arundel County Forestry and Forested Land Protection Grant Program

At A Glance

Program Summary:

This program is designed to increase acres of forest and protected forested land in Anne Arundel County. Tree planting projects should be scheduled for planting in spring 2022, fall 2022, and/or spring 2023.

Types of Projects:

Track 1: Reforestation/Afforestation of land already protected

Track 2: Protection (permanent conservation easements) of already forested lands

Track 3: Reforestation/afforestation and protection of unleased, unforested lands

Deadline:

November 11, 2021 at 4:00 PM EST

Eligible Project Locations:

This program funds projects throughout Anne Arundel County

Request Amounts:

Up to \$650,000 for tree planting and land protection activities in Tracks 1, 2, and 3

Submit Your Application:

Follow the instructions online at <https://cbtrust.org/grants/forestry-and-forested-land-protection/>

Contact:

Jeffrey Popp, Senior Program Officer 410-974-2941 ext. 103, jpoppp@cbtrust.org



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Introduction to the Chesapeake Bay Trust

The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate, and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over \$130 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

Anne Arundel County administers the reforestation and afforestation requirements of the Critical Area Program and the Maryland Forest Conservation Act. A primary component of this program is the coordination of voluntary reforestation projects with landowners and community associations. The Anne Arundel Forestry and Forested Land Protection Grant Program makes the connection between qualified non-profits that plant and ensure protection of trees on properties throughout the County.

Program Goals

The Anne Arundel County Government and the Chesapeake Bay Trust (Trust) are partnering to provide funds for forestry projects and land protection in Anne Arundel County. The goal of this program is to implement cost-effective reforestation and greening projects and increase the number of acres of protected forested land in the County. By increasing tree cover and expanding green areas, erosion can be reduced; water and soil quality can be improved; airborne pollutants such as particulates, nitrogen oxide, and carbon monoxide can be filtered; and summer temperatures and resulting ozone pollution and energy use can be reduced. By protecting forested land, valuable ecological services such as habitat, water quality, and flood control can be ensured for the future.

Three types of projects will be supported in this grant program:

- 1) Reforestation/Afforestation of lands already protected
- 2) Protection of lands already forested
- 3) Reforestation/Afforestation and protection of lands that are currently unleased and unforested.

The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages 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, see our strategic plan at www.cbtrust.org/strategic-plan and <https://cbtrust.org/diversity-inclusion/>.

Eligible Project Types

Track 1: Reforestation/Afforestation of land already protected

Funding partners seek reforestation and afforestation projects that provide ecological benefits by establishing, enhancing and/or preserving riparian buffers; creating, enhancing and/or preserve larger contiguous tracts of forest; and/or creating, enhancing, and/or preserving wildlife habitat, including habitat for forest interior dwelling species. Priority will be given to reforestation projects in targeted watershed areas. These priority watershed areas will be listed on the Anne Arundel Forestry and Forested Land Protection Grant Program website: <https://cbtrust.org/grants/forestry-and-forested-land-protection/>

Reviewers will look favorably upon projects that have demonstration value by serving as an example for landowners seeking to learn how to establish, enhance, and/or protect forested land.

Projects on individual private, commercial private, community-owned, nonprofit, and government-owned property are eligible for funding. Assurance that projects funded under this opportunity will remain in place must be provided (Anne Arundel County Code 17-8-901); therefore, projects must be on either:

- a) land that is under a deed-restricted permanent conservation easement that allows additional tree planting and under which protection of the tree planting project funded under this grant program can be added or
- b) public property, with records documenting that the site will not be developed and that provide assurance that the tree project will remain in place (e.g., park master plan and letter of commitment).

Successful applicants will be obligated to complete the following project phases:

- 1) Verify that any existing long-term protection vehicle will allow reforestation/afforestation and modify that vehicle if not;
- 2) Develop a planting design and plan;
- 3) Develop a forest management plan;
- 4) Obtain any required permits;
- 5) Provide planting activities, including procuring contractual or volunteer services;
- 6) Provide monitoring and maintenance in the first two years to ensure a survivorship rate consistent with guidelines in [Maryland State Forest Conservation Technical Manual Third Edition of 1997](#); and
- 7) Work with the planting contractor to replace any trees as required under the plant warranty (see Appendix A for performance standards).

Successful applicants will not be required to provide monitoring or maintenance beyond two years post-planting and will not be required to perform any easement monitoring activities. Applicants may request project management expenses to cover personnel time and administrative costs such as travel, postage, and other costs.

Track 2: Protection (permanent conservation easements) of already forested lands

Funding priority will be given to reforestation projects in targeted watershed areas. However, forested land protection projects will be considered as funds are available.

Applicants can apply to purchase and monitor **permanent conservation easements** to protect, maintain, and preserve existing tree canopy in Anne Arundel County. The forest conservation easements shall be acquired, held, and maintained by the grantee or by a land trust subcontracted by the grantee. The best projects under this track are those seeking to protect ecologically valuable sites or existing habitats, such as riparian buffers, large contiguously forested tracts, and/or important wildlife habitat.

Easement values can be supported with funds from this grant program; however, funders can only support requests at or below the threshold based on the Fiscal Year 2021 Market Analysis completed for the Natural Resources Conservation Service (NRCS) Wetland Reserve Program (WRP), (maximum of \$2,601 per wooded acre), OR at the average of two certified appraisals less than five years old.

Applicants requesting easement values of \$2,601 or less per acre do not have to provide certified appraisals with their applications.

Applicants requesting > \$2,601 per acre have two options: 1) An applicant may apply without a certified appraisal but will be required to obtain two certified appraisals as a contingency of the award at their expense. A second appraisal review of the initial appraisal (vs. a full second appraisal) is also acceptable if the second appraisal review is prepared by a party on the list of County-approved appraisers (Appendix B). If the project moves forward, resulting in a permanent conservation easement, expenses will be reimbursed by the funders. However, applicants will not be reimbursed for those costs if a permanent conservation easement is not obtained. 2) Alternatively, an applicant may apply with one certified appraisal completed in the last five years. In this case, as a way to incentivize submissions of proposals with appraisals, if the project is selected for conditional funding, the funders will supply funds in advance to obtain the second appraisal and will absorb this cost regardless of whether the project moves forward. Grants will not be awarded for more than the original request per acre amount.

If awarded, the land protection (per-acre landowner incentive) payment will be placed in an escrow account held by the original applicant after the draft easement has been approved and all related contingencies have been met. The landowner will receive this payment once the final conservation easement has been fully signed and recorded.

Track 3: Reforestation/afforestation and protection of uneased, unforested lands

Funding priority will be given to reforestation projects in targeted watershed areas. However, forested land protection projects will be considered as funds are available.

Applicants may also request support for reforestation/afforestation projects on land that is not currently under conservation easement or otherwise protected. In such a case, the land must be owned by an individual or entity that will put a permanent conservation easement or deed restriction on the property on which the project is installed and that will protect the tree project. As in Track 2 above, funds for easement costs will be considered as eligible budget request items with the exception that the threshold value for requiring appraisals is \$5,288, the NRCS WRP threshold for cropland. As described in Track 2 above, applicants may a) request easement costs below the threshold without incurring an obligation to obtain appraisals, b) request easement costs above the threshold and be responsible for obtaining appraisals as a condition of the award at an expense that will only be reimbursed if the project moves forward, or c) request easement costs above the threshold and supply justification in the form of at least one appraisal.

Successful applicants will be obligated to complete the following project phases:

- 1) Obtain permanent/long-term protection for the land;
- 2) Develop a planting design and plan;
- 3) Develop a forest management plan;
- 4) Obtain any required permits;
- 5) Provide planting activities, including procuring contractual or volunteer services;
- 6) Provide monitoring and maintenance in the first two years to ensure a survivorship rate consistent with guidelines in [Maryland State Forest Conservation Technical Manual Third Edition of 1997](#); and
- 7) Work with the planting contractor to replace any trees as required under the plant warranty (see Appendix A for performance standards).

If awarded, the land protection payment (per-acre landowner incentive) will be placed in an escrow account held by the original applicant after the draft easement has been approved and all related contingencies have been met. The landowner will receive this payment once the final conservation easement has been fully signed and recorded.

Eligible Budget Items

Funding in this program is restricted to costs required to implement reforestation/afforestation projects or obtaining conservation easements for existing forested properties or properties to be reforested. Requests for any other purpose will not be funded. Funds may be requested for:

- Survey site preparation costs (e.g., soil amendment, invasive species removal, herbicide application)
- Plant material (including mulch)
- Planting costs
- Tree protection costs (e.g., tree shelters, fencing)
- Two-year maintenance costs
- Survey, legal, and other costs related to development of permanent/long-term protection agreements
- Escrow costs
- Easement costs
- Project management costs
- Stewardship endowment funds (up to \$10,000) for long-term maintenance and easement enforcement.

Use of funds from this grant program for certain types of easement costs may result in loss of donative intent and therefore ineligibility to claim certain types of tax advantages associated with donating easements. Applicants interested in tax benefits are encouraged to consult with a tax professional. For tax-related information about easements, visit:

http://dnr.maryland.gov/met/Documents/PDFs/taxbenefits_info.pdf. For general information about easements, visit: <http://dnr.maryland.gov/met/Pages/faq.aspx>.

Funding partners are unable to fund projects or programs that are wholly required by a separate federal, state, or locally issued permit, decree, or enforcement action, such as critical area buffer establishment. In some cases, funding partners may elect to fund optional portions of required projects that are in excess of regulatory requirements. You will be asked to state the following in your application: 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.

Acres reforested or afforested with funds from this grant program cannot be sold as a mitigation bank.

Evaluation Criteria

The following criteria will be used by reviewers to score your proposal:

Important Criteria:

- **Consistency with RFP** (10 points):
 - Can the reviewers understand what the applicant proposes to do?

- Were photos of the site, vicinity map, and land use details included in the application?
- Is the project proposed consistent with the intent of the track selected?
- Were all questions answered?
- **Likelihood of Project Success (20 points):**
 - What is the likelihood of project success?
 - Success is defined as the accomplishment of outcomes proposed.
 - Does the applicant have the necessary qualifications to conduct the work that include a history of successfully completing similar projects?
 - See the qualifications section of each project track for more details on qualification and evaluation considerations.
 - Is the project ready to proceed?
 - Priority will be given to projects that are closest to implementation.
 - Has the applicant procured landowner permission through a letter of commitment, if necessary?
 - Does the project have an appropriate timeline and scale of budget to reflect the intended scope of the project?
 - Are the selected partnerships appropriate? If needed, are technical experts included in the project team?
 - Partnering with other organizations to leverage organizational strengths and enhance project outcomes are strongly encouraged.
 - If an organization does not possess the technical expertise in an area needed for the project, qualified technical experts, agencies, or organizations must be identified as partners or contractors.
- **Long-Term Sustainability (20 points):**
 - For tree planting projects, will the project persist and be well-maintained and not threatened by various types of disturbance, invasive species, or other impacts?
 - Has the applicant proposed a relevant and robust monitoring and maintenance plan that will be used to improve project sustainability in the future?
 - Has the applicant addressed the need for ongoing resources in order to maintain the project?
 - What long-term protection vehicle and process is in place to ensure the project is maintained and protected? For example, applicants might consider working with Maryland Environmental Trust (MET) as a co-holder of the eased property to ensure future land protection success.
- **Cost Effectiveness /Budget (20 points):**
 - Is the budget appropriate for the work proposed and cost effective for the work and compared to other applications?
 - Are the costs per acre to reforest/afforest (Tracks 1 and 3) and/or protect (Tracks 2 and 3) justified and consistent with the RFP requirements?
 - In-kind and cash match are viewed favorably by reviewers but are not required in the program.
 - For work involving contractors, were estimates or quotes from at least three contractors considered or was the work put out for bid? If not, will this be done or was the process to secure contractors justified in the application?
- **Restoration/ Land Protection Value (20 Points)**
 - Does the planting project methodology, including timeline, planting method, planting plan, species list (native species only), and procurement process make sense for the project area? (Tracks 1 and 3 only)
 - What is the potential ecological benefit?
 - "Forest" in this RFP means a biological community dominated by trees and other woody plants covering a land area of 10,000 square feet or greater and that have at least 100 trees per acre.
 - Orchards will not be considered as forests through this funding opportunity.
 - Proximity to Critical Area

- Projects both inside the critical area (1,000 feet from a tidally influenced water body or wetland) and outside the critical area will be considered, though greater resources are available for critical area projects. Determine if the project falls within the Critical Area using the Anne Arundel County GeoCortex website (see Appendix C for instructions to use the GeoCortex website).
 - How will the forest be maintained and monitored to ensure maximum biodiversity and water quality benefits?
 - Will future threats such as changes in public interest, changes in rainfall, or sea level rise associated with climate change, change in land use, etc. impact the project and if so has the application addressed the impact(s)?
 - Is the reforestation project located in one of the priority watershed areas identified by the County? For a list of priority watersheds, please visit <https://cbtrust.org/grants/forestry-and-forested-land-protection/>.
- **Demonstration Value and Community** (10 points):
 - Will others be able to take lessons from this project and replicate a similar project in their own communities?
 - Is the community to be served involved appropriately in the project; i.e., was community buy-in obtained, were community needs and desires assessed, and are there individual(s) in the community committed to serving as community leads?
 - If the lead applicant is not a member of the community served by the grant (e.g., an external non-profit doing work on land owned by another entity, such as a house of worship), is a transfer of “ownership” to the community built into the project and the ability of the “project owner” (community) to carry the work forward developed?
 - Will this project support the County reforestation, afforestation, and forestry preservation goals?

Eligible Applicants

Anne Arundel County and the Trust welcome requests from the following organizations:

- ◆ Land trusts;
- ◆ Other 501(c)3 Private Nonprofit Organizations
- ◆ Community associations;
- ◆ Service and civic groups,
- ◆ Faith-based organizations;
- ◆ Public agencies; and
- ◆ Public and independent higher educational institutions.

Funding Availability, and Timeline

Funding Availability: The funding partners anticipate funds available in FY22 as follows: \$650,000 for Forestry and Greening (Track 1) and Forested Land Protection – Permanent Conservation Easements (Tracks 2 and 3).

Project Timeline: Projects must be completed within 24 months upon receipt of the award. Requests to extend project completion period will be reviewed and considered on a case-by-case basis.

Deadline

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on November 11, 2021**. Late applications will not be accepted, and the online funding opportunity will close automatically and promptly at 4 PM EST. 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 technical assistance for our online system on the deadline date.

Application Review Process

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 listed in the "Evaluation Criteria" section above, then meets to discuss the application merits. The TRC then recommends a suite of applications to the Trust's Board of Trustees.

The funding partners reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

To allow applicants to set expectations prior to investing time in application, the Trust provides historical application approval rates for the same or similar programs. The average approval rate from the last five rounds in this grant program is 79%, including both fully and partially funded applications.

Awards and Notifications

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: satisfaction of any phase 1 payment award contingencies, including upload of the signed award agreement. Ten percent 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.

When the project is complete, awardees are required to complete final reports that may include but are not limited to 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 reported as spent. Organizations with outstanding final, progress, or status reports will not be awarded additional grants.

The FY22 Anne Arundel County Forestry and Forested Land Protection awards will be announced in February 2022.

Contact

For technical assistance contact Jeffrey Popp at (410) 974-2941 x 103 or jpopp@cbtrust.org.

Narrative Questions

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.

To ensure that you address all 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 be uploaded with your application submission, not to exceed four file attachments.

Provide answers to the following “Project Narrative” questions:

- 1) Track 1, 2, or 3: State the track for which you are applying.
- 2) Project Site: Describe the project site and its current land use. List the total number of acres to be planted, protected, or both. For planting projects, list the total number and size of trees to be planted. Include photos of the project site, especially photos showing key features such as forest quality, streams or other waterways, habitat indicator species, landmarks, and/or proximity to the critical area.
- 3) Project Methodology: How will you accomplish the project? For projects with reforestation/afforestation components, include a planting plan, and species list (native species only).
- 4) Contractors: If hiring a contractor (e.g., for planting, easement, and/or other services), applicants are encouraged to have either already obtained cost estimates or quotes from at least three service providers prior to completing the application, indicate in the proposal that at least three estimates or quotes will be obtained.
 - a. Has/will a contractor be hired and has a contractor been selected?
 - b. Describe your contractor selection process, including justification and background of the selected contractor.
 - c. If using a bid process, describe the process.
- 5) Project Map: Project map must include:
 - a. Property address;
 - b. Boundaries of full parcel;
 - c. Proximity to Critical Area;
 - d. Location in or proximity to a priority watershed area as identified by the County. For a list of priority watersheds, please visit <https://cbtrust.org/grants/forestry-and-forested-land-protection/>;
 - e. If you are planting trees, the location of planting project.

We prefer that you include this additional material as appendices within this “Project Narrative” file and this material does not count in the five (5) page “Project Narrative” limit. However, you may upload this information as a separate file that is named “project map.”

- 6) Site Plans for Tracks 1 and 3: Include site plans for projects with a planting component.

We prefer that you include plans as appendices within this “Project Narrative” file and this material does not count in the five (5) page “Project Narrative” limit. However, you may upload this information as a separate file that is named “site plans.”

- 7) Land Ownership: Describe current land ownership, the landowner’s involvement in the project, current land use of acres to be reforested and proposed future uses for the land. A [Letter of Commitment](#) for the project signed by the landowner must be included in this narrative file as an addendum or uploaded as an additional application attachment.
- 8) Land Protection: Describe whether the site is under current long-term protection.
 - a. If the land is currently protected, describe the type of protection and any restrictions. List the land protection holder and describe its qualifications. Does the easement holder have the necessary resources to enforce any restrictions and/or conservation goals of the land being protected? Applicants might consider working with Maryland Environmental Trust (MET) as a co-holder of the eased property to ensure future land protection success.
 - b. If the land is not already protected, describe the process by which an easement will be obtained, whether easement funds will be requested (and if so, cost per acre requested), and whether appraisals have been obtained (and if so, include appraisals in the application submission). Contact us early in project development; the Trust and the County can work with you to determine land protection options.
- 9) Required Projects: Funding partners are unable to fund projects or programs that are wholly required by a separate Federal, state, or locally issued permit, decree, or enforcement action, such as critical area buffer establishment. In addition, funding partners cannot support projects that lead to financial benefit, such as creation of a mitigation bank. In some cases, funding partners may elect to fund optional portions of required projects that are in excess of regulatory requirements.

Respond to the following questions:

- a. Is any part of your project is required under any existing or pending permit, decree, or enforcement action? and
 - b. If any part of the project is required, state whether and how your proposal exceeds the regulatory requirements.
- 10) Applicant Capacity: Describe your ability to provide project leadership and management on the following tasks that are relevant to your project (Track 2 projects, address (a) only):
- a. Obtaining permanent/long-term protection for the land OR verifying that any existing long-term protection vehicle will allow reforestation and modifying that vehicle if not;
 - b. Developing a planting design and plan;
 - c. Obtaining any required permits;
 - d. Providing planting activities, including procuring contractual or volunteer services;
 - e. Providing monitoring and maintenance in the first two years to ensure a survivorship rate consistent with guidelines in [Maryland State Forest Conservation Technical Manual Third Edition of 1997](#); and
 - f. Working with the planting contractor to replace any trees as required under the plant warranty (see Appendix A for performance standards).
 - g. If your organization has completed a reforestation or other tree planting project, describe how the project is being maintained and include current photos (within the last 6 months) of the project to demonstrate project maintenance and tree survivability.

- 11) Partnerships: List your project partner(s) and describe what specific role(s) each partner will play in completing the project.
- 12) 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.
 - a. Provide your organization's experience working within the specific communities that you will be prioritizing.
 - b. 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).
- 13) Sustainability: The Trust aims to invest in projects that have the longest potential longevity, after the grant period has ended. Several threats exist that may result in loss of project value: change in public interest in an effort, changes in rainfall or sea level associated with climate change; change in land use; and more.
 - a. Discuss the future you see for the work for which you are requesting funds.
 - b. What factors may affect its long-term value and how will you ensure its long-term value is maximized?
 - c. If the project or program will need ongoing financial resources in order to maintain its value, please provide an abbreviated plan describing how the project will be sustained beyond the term of the proposed funding request?
- 14) 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 homeowner's associations who may already be undertaking environmental activities going to be engaged in this project?

Budget Instructions

Financial Management Spreadsheet – Application 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 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.

Financial Management Spreadsheet – Application Budget Information

This online application component will ask you to enter budget category and request totals. These totals will be automatically calculated in the FMS Application Budget, so you will only need to copy and paste the values from the FMS to the Online Application.

Additional Budget Justification

This online application component will ask you to provide a descriptive budget narrative to justify and explain costs. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, go to <https://cbtrust.org/grants/forestry-and-forested-land-protection/> and click on “Get Started” to begin a new application. This will open a new window asking you to log in or create an account on our online system. If you have applied in the past, use your existing username and password (if you have forgotten either of these use the ‘forgot password’ feature). If you have not used our online system before, click on “New Applicant” and follow the instructions.

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 pm on November 11, 2021**. Late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 pm.

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.

Watch our video on how to apply for and submit an application using our online system at <https://cbtrust.org/grants/>.

Online Application Form

You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. Refer to the online application for details.

- Eligibility Quiz
 - This three-question quiz is meant to assist you in determining if your project meets the requirements of this award program and that your staff/organizational structure best supports a successful application.
- Applicant Information Tab
 - Provide the organization’s name, mailing address, phone number, organization type, mission, EIN number, and DUNS number.
 - Provide the Executive Officer and Project Leader’s name, title, address, phone, and email address.
 - Both an Executive Officer and a Project Leader, two separate individuals, must be identified for all applications.
 - The Executive Officer and Project Leader must both 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, 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 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.
- Project Information Tab
 - Provide a project title; project track; project abstract; the watershed, county, and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.
- Timeline Tab
 - Add the project start and end date. Provide a project timeline that includes major tasks and their associated start and end dates.
- Deliverables Tab
 - Provide estimated metrics for your proposed project such as project participants and outreach and restoration outcomes.
- Volunteers Tab
 - Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.
- Project Partnerships
 - Provide a list of project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.
 - 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 the 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: www.cbtrust.org/forms.
- Narrative & Supporting Documents Tab
 - Upload a Microsoft Word or PDF file that contains your answers to the narrative questions found in the Narrative Questions section of this RFP. Upload additional supporting documents, if needed/required.
- Budget Tab
 - Upload your application budget, provide budget category and request totals, and provide additional budget justification. Use the Trust's Financial Management Spreadsheet and fill out the "Application Budget" worksheet. Refer to the Budget Instructions of this RFP.
- Terms and Conditions Tab

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

Appendix A: Performance Standards for Reforestation Projects

Size	Number Required per Acre	Approximate Spacing (feet on center)	Survivability Requirement (at the end of the second growing season)	
			Survivability Requirement (%)	Number of Seedlings
Bare Root Seedlings or Whips	700	8 x 8	55%	385
Container Grown Seedling Tubes (minimum cavity width 1.5 in.)	450	10 x 10	65%	290
Container Grown (1, 2, 3 gallon)	350	12 x 12	75%	260
Container Grown (5, 7 gallon or 1 in. caliper B & B)	200	15 x 15	85%	170
Container Grown (15, 25 gallon or 1.5 to 2 in. caliper B & B)	100	20 x 20	100%	100
<p>Notes:</p> <ol style="list-style-type: none"> 1) These stocking and survival requirements are the minimum numbers estimated to meet the definition of forest from bare land. 2) In certain circumstances, any combination of the above-mentioned stocking options, dry seeding, tree shelters, transplants, and/or natural regeneration may be more appropriate strategies to fulfill the requirements of an approved FCD. They will be evaluated on a case-by-case basis by the approving authority. 3) Spacing does not imply that trees or shrubs must be planted in a grid pattern. 4) For large-scale reforestation projects (>1 acre), reforestation costs (trees, planting, and maintenance for 2 years) should not exceed \$15,000/acre. 				

Appendix B: List of Anne Arundel County Approved Appraisers

Peabody & Associates, LLC

Mr. George L. Peabody, MAI
2525 Riva Road, Suite 110
Annapolis, MD 21401
Email Address: george@peabodyappraise.com
Phone – 410-266-3100
FAX – 410-266-0821
(Specializes in all R/W Appraisals)

Mr. Thomas B. Herbert

Real Estate Appraiser
1202 West Street
Annapolis, MD 21401
Phone – 410-268-7858
FAX – 410-263-3520
EMAIL – thappraise@verizon.net
(Specializes in all R/W Appraisals)

Phillip Lamb & Co., Inc.

David Lamb
6533 Garden Grove Way
Laytonsville, MD 20882
Phone: 301-924-5517
Fax: 301-924-5518
Email: davelamb@lambcompany.com
(Specializes in all R/W Appraisals)

Worthington & Associates

Mr. Brice Worthington
138 West Street
Annapolis, MD 21401
Phone – 410-263-2525
FAX – 410-280-1535
(Specializes in takes for large parcels, AG's)

The Wineholt Group, Inc.

Antoinette Wineholt, MAI
P.O. Box 732
Severna Park, MD 21146
Phone – 410-757-6272
FAX – 410-757-2531
Email – twg@mris.com
(Specializes in all R/W Appraisals)

Westholm and Associates

Gary Westholm
150 South Street
Annapolis, MD 21401
Phone: 410-295-0660

Fax: 410-295-6566
(Specializes in all R/W Appraisals)

Appendix C: Instructions for the Anne Arundel County GeoCortex website

To Navigate

- 1) Go to <http://gis-world3.aacounty.org/HTML5Viewer/index.html?viewer=WPRP>
- 2) Enter the project address by clicking on the orange “I want to” box
- 3) Select “Find address”
- 4) Enter the house number and choose correct address from the drop-down box
- 5) Select “Search”
- 6) Click on the desired street address in the results box
- 7) Click on “Zoom to Feature” in the tool bar
- 8) Click on the “x” in the upper right corner of the white box to view the property

To Show Data

- 1) To show available map layers click on “Maps and Data” in the tool bar
- 2) Select “Show Layers” at the top left side of the page
- 3) Property lines can be added by clicking the box next to “Parcels”
- 4) Scroll down and click on the “+” sign next to “Natural Resources”
- 5) Click on the box next to “Natural Resources” then click on the boxes directly to show Critical Areas and other features
- 6) Use the scroll wheel or the scale bar within the aerial photo to zoom in or out

To Print

- 1) To print the aerial photo, click on “Tasks in the tool bar
- 2) Click on the “Print Map” icon at the top left
- 3) Select the “Create File” box and then the “Open File’ box
- 4) The print option appears when the mouse is placed over the bottom of the photo