



# Prince George's County Stormwater Stewardship Grant Program

## FY24 Request for Proposals



Chesapeake Bay Trust

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# Prince George’s County Stormwater Stewardship Grant Program

## At A Glance

### Program Summary:

The Stormwater Stewardship Grant Program funds on-the-ground restoration activities that improve communities, improve water quality, support the County’s Climate Action plan, and engage Prince George’s County residents in the restoration and protection of the local rivers and streams of Prince George’s County.

Deadline: November 30, 2023, at 4 pm EST

Eligible Project Locations: Prince George’s County, Maryland, excluding the City of Bowie

Request amounts are generally:

- Track 1: Water Quality Implementation (\$50,000 to \$150,000)
- Track 2: Tree Canopy: Outreach, Education, Maintenance, and Preservation (\$50,000 to \$300,000)
- Track 3: Community Awareness and Engagement (\$10,000 to \$60,000)
- Track 4: Illegal Dumping Data Analysis and Forensics (\$10,000 to \$50,000)
- Track 5: Piloting a Co-Payment System for Stormwater Management and Residential Resilience Retrofit Program Projects in the Henson Creek Watershed (up to \$1 million)

Submit Your Application at:

<https://cbtrust.org/prince-georges-stormwater-stewardship>

Contact:

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## Introduction

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The Prince George's County Stormwater Stewardship Grant Program is a partnership between the Prince George's County Government and the Chesapeake Bay Trust (Trust). This program offers an opportunity to a diverse array of organizations, both those with community-related missions and those with primarily environmental missions, to support projects throughout Prince George's County that aid communities while treating and controlling stormwater. The goal of this program is to improve communities, improve water quality in the County's waterways, and engage County residents in stormwater and climate solutions. Funding for this program is provided through the Prince George's County Department of the Environment (DoE).

## Program Goals

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This program seeks projects that improve aesthetics of communities and treat the stormwater runoff that comes from various types of properties, thus reducing the negative impact of this runoff on the County's local streams, rivers, and other natural resources in areas where community residents live and recreate. Projects must accomplish on-the-ground restoration to result in improvements in water quality and watershed health (e.g., reducing in pollutants carried by stormwater, reducing carbon emissions, increasing tree canopy, greening areas for beautification and increased community use/enjoyment, and better habitat for wildlife).

As part of an effort to more fully engage underrepresented groups in its grant-making, the Trust strongly encourages projects that increase awareness and participation of multicultural communities to improve watershed health and local ecological ownership. The strongest proposals will show committed partnerships that provide funding, technical assistance, and/or other in-kind services to support the successful implementation of the project.

## Local Jobs and the Community

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This grant program is focused on the environment, the local economy, and job creation. Prince George's County's "Jobs First Act," County Bill (CB)-17-2011, Sec. 10A-158 to 10A-162 sets the goal of procuring at least fifty one percent (51%) of the dollar volume of its goods and services, including, but not limited to, construction goods and services, to Prince George's County-based businesses and at least thirty percent (30%) to County-based small businesses. Proposals that meet or exceed the Jobs First Act are preferred.

Grant applicants are encouraged to coordinate with the County's Supplier Development and Diversity Division <http://www.princegeorgescountymd.gov/1247/Commitment-to-Business> for County based certified small business utilization in connection with the implementation of proposed grant projects. County-based business and County-based small business certification under CB-74-2016 (DR2) undergo extensive certification review through their existing minority business enterprise certification procedures, which establish capabilities and their principal places of operation in the County. Consider local Prince George's based businesses when contracting for services.

## Eligible Project Locations

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**Projects must be implemented in Prince George's County, Maryland.** Currently, because the City of Bowie is managing its stormwater program independently of the County, projects in the City of Bowie are not eligible for funding in this program.

## Eligible Applicants

The Prince George's County and the Trust welcome applicants from the following organizations:

- Nonprofit organizations
- Prince George's County municipalities and/or public agencies
- Watershed organizations
- Public and independent higher educational institutions
- Community associations
- Faith-based organizations

Applicants that are not based in Prince George's County must have a Prince George's-based partner, the role of whom should be clearly articulated in the proposal and in a Letter of Commitment from that partner.

This program advertises to and aims to support new groups that wish to use grant funding to support their efforts where they align with the engagement and clean water goals of the County.

### New Applicants

We welcome new applicants!

Groups that **have predominantly community-oriented missions** (i.e., that are not environmental groups) are encouraged to submit applications.

Please contact the Trust for help to develop your project idea, assess its fit within this grant program, and discuss partnerships for any grant assistance you need.

Visit [Appendix A](#) in the RFP for more information for the grant-writing beginner and those new to water quality (track 1) projects.

Contact the Grant Program Manager, Nguyen Le, [nle@cbtrust.org](mailto:nle@cbtrust.org) or 410-974-2941 ext. 110 for assistance.

## Eligible Project Types

Applicants can request funds in the following project tracks:

- Track 1: Water Quality Implementation (generally between \$50,000 and \$150,000)
- Track 2: Tree Canopy: Outreach, Education, Maintenance, and Preservation (\$50,000 to \$300,000)
- Track 3: Community Awareness and Engagement (\$10,000 to \$60,000)
- Track 4: Illegal Dumping Data Analysis and Forensics (\$10,000 to \$50,000)
- Track 5: Piloting a Co-Payment System for Stormwater Management and Residential Resilience Retrofit Program Projects in the Henson Creek Watershed (up to \$1 million)

The general request amount for each project track is provided as guidance, though projects can exceed the request level with justification and prior discussion with the Trust

***The Trust recommends and encourages applicants to request a meeting with the Trust prior to application submission*** (see "Contact" information below). See Appendix A "New Applicant Guidance" for guidance on the steps needed to develop project ideas, obtain estimates for work, and compile the pieces needed for robust applications for applicants who are new to water quality projects (Track 1).

### **Track 1: Water Quality Implementation** (generally between \$50,000 and \$150,000)

Water quality implementation projects must implement on-the-ground projects that provide a water quality benefit and treat runoff from impervious surfaces. Applicants may request funding for design, design-build, or construction of water quality projects. If requesting design funds, the applicant must provide a plan for implementation (i.e., construction) of the project. Projects that are furthest along in the design and permitting

phases are prioritized. See Appendix B for design guidelines and information applicants should submit with their application.

Projects must be appropriately sited and technically sound. Applicants are encouraged to rely on widely accepted best management practices. For practices that are relatively new or innovative, contact the Trust for guidance on what background and justification of its use must be provided.

Projects on public (not County-owned) property, property owned by a municipality, property owned by a nonprofit organization, community-owned property, and/or property with conservation easements are preferred. Projects on private residential property may be considered under certain conditions (e.g., sites with extremely high restoration and/or demonstration outcomes).

**Small to medium-scale projects that can be completed within a year are preferred** (i.e., less than 5,000 square feet disturbed and/or less than 100 cubic yards of soil excavated). However, if the project has greater than 5,000 square feet or greater than 100 cubic yards in total project disturbance (i.e., Appendix B, Category 3 project type) and/or will require a permit, applicants must reach out to the Trust as soon as possible to discuss the project and receive approval to apply. The Trust will work directly with the Department of the Environment (DoE), Prince George's County to determine if the project is appropriate for this grant program. **If approved**, the following budget items must be included in the proposal for projects that have greater than 5,000 square feet or greater than 100 cubic yards in total project disturbance:

1. a Professional Engineer to design the implementation project/Best Management Practice (BMP) and stamp the plans to submit to the Department of Permitting, Inspections, and Enforcement (DPIE);
2. up to \$2,000 for soil boring for practices that use infiltration (e.g., bioretention);
3. up to \$4,000 for an expert permit reviewer to help with the permit process (expert permit reviewer contact(s) will be provided by the Trust and Prince George's County DoE);
4. up to \$2,000 for permit edits and comments; and
5. up to \$5,000 for as-built plans.

If a permit is required, applicants are encouraged to consult the County's Department of Permits, Inspections, and Enforcement (DPIE) early in project development to ensure timely permit and inspection approvals during the course of the project, if awarded, and your project lead must consult with Prince George's County Department of the Environment (DoE) engineers and DPIE plan reviewers during the permitting process and as-built plans will be required with the final product submittal.

Deliverables will include concept plans, final designs, and as-built plans (if a permit was required) in electronic format (pdf, Geographic Information System (GIS), AutoCAD (Computer-Aided Design), etc.). In addition, the drainage area to the practice, practice surface area, and pollutant load reductions and associated calculations (if applicable) will be submitted with the final report. Finally, all trees planted will be reported in the County's Tree Tracking application, if available.

Example projects include:

- Bioretention cells, bioswales, rain gardens, and other Environmental Site Design stormwater techniques
- Impervious surface removal and replacement with conservation landscaping, permeable pavement, or other permeable surface



### Help is available!

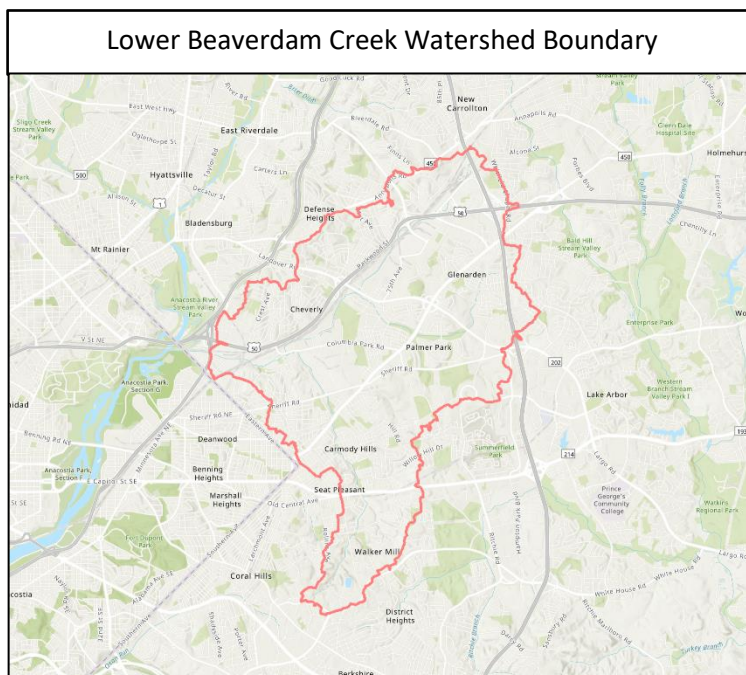
The Trust's Grant Program Manager is available to explain the application, conduct a preliminary site visit, review materials, and to answer your other questions.

Also, see these appendices for guidance:

[Appendix A](#): Guidance for Applicants that are New to Water Quality Implementation Projects provides basic steps for water quality projects for the beginner

[Appendix B](#): Design Guidelines and Information provides all the design components that you need for a water quality project

- Conservation landscaping (i.e., conversion of turf to native plant meadow)
- Rainwater harvesting and storage
- Stormwater wetland creation and enhancement
- Streamside forest buffers
- Piloting innovative and new stormwater techniques (e.g., tree trenches or smart cisterns with automated release systems)
- Green roofs
  - The Trust seeks a green roof project to demonstrate the value of green roofs for the numerous warehouse and industrial buildings in the County. It is preferred, but not required, that the project be located in or adjacent to either the Lower Beaverdam Creek (see map below) or Cabin Branch watershed corridors, areas inside the Beltway generally along Route 50 and south toward Capitol Heights. Green wall(s) and green roof-solar panel hybrid projects are considered eligible for funding. This project will be supported at least in part by another funding source. Applicants must reach out to the Trust to discuss green roof projects. Green roof projects will require DoE and/or DPIE structural review and approval.



This program cannot support the following projects:

- Stream restoration or outfall stabilization
- Outfall repair and retrofit
- Stormwater pond retrofits (requests for native plantings on upstream areas of the pond are eligible)
- Projects that are required for new or redevelopment, that are required for mitigation, that are required under an existing or pending regulatory process or permit, or that are required by a regulatory authority for any other reason

Qualifications and Experience to Ensure Project Success: At least one partner engaged in the project must have appropriate experience with design, permitting, and implementation of the specific project type proposed in the application. This partner can be a subcontractor, volunteer (pro bono) partner, or a staff member associated with the applicant organization. “Appropriate experience” is defined as a history of involvement with similarly scaled implementation projects of similar types (e.g., three projects within the last five years, with at least one project

preferably in Prince George’s County) and demonstrated knowledge of the state/County water quality design guidelines and permit requirements to ultimately implement the project.

## **Track 2: Tree Canopy Outreach, Education, Maintenance, and Preservation (generally between \$50,000 and \$300,000)**

Track 2 Tree Canopy Outreach, Education, Maintenance, and Preservation projects are intended to empower our residents through stewardship actions and/or engagement to help preserve the County’s tree canopy. For project centered on outreach and education, about preserving or increasing our county’s tree canopy, these projects must measurably increase public understanding and engagement as it relates to the benefits, challenges, and solutions to preserving and restoring the County’s tree canopy. For tree canopy maintenance and preservation efforts, these projects are not required to include education and outreach components, but applicants are welcome to include them in their proposal.

Funding requests for tree plantings *are not supported through this grant program*; because the County has other tree planting programs (e.g., Tree ReLeaf, Urban Tree Program grant, Rain Check Rebate, etc.) that may be used in tandem with this grant program. For example, an applicant may apply through this grant program for funds to conduct outreach, identify tree planting locations, and work with the County to obtain/fund the trees through their tree programs (i.e., applicants may request funding for outreach, education, and maintenance, but should not request funding for the costs for the trees or staff time that would have been spent to source the trees). This process will help streamline the tree planting efforts in the County and increase efficiency.

For projects that perform outreach to secure tree planting locations and work with the County to plant the trees, awardees will be required to document the locations, tree species, size, and other relevant information to help the County track these trees. Awardees may also be required to record the information in the County’s Tree App. Awardees will also be required to incorporate maintenance support for the resident/property owner following the tree planting.

For projects that include tree canopy preservation, projects must focus on preserving existing trees in urban areas where tree canopy is most needed and where it is providing a high value and benefit. Canopy preservation projects should prioritize specimen trees. In Prince George’s County, a “specimen tree” is defined as: “Trees having a diameter at breast height of 30 inches or more; trees having 75% or more of the diameter at breast height of the current champion of that species; or a particularly impressive or unusual example of a species due to its size, shape, age or any other trait that epitomizes the character of the species. This definition includes all the United States, the State of Maryland and County, or municipality champion trees.” (source: [https://library.municode.com/md/prince\\_george%27s\\_county/codes/code\\_of\\_ordinances?nodeId=PTIITI17P\\_ULOLAPRGECOMA\\_SUBTITLE\\_25TRVE](https://library.municode.com/md/prince_george%27s_county/codes/code_of_ordinances?nodeId=PTIITI17P_ULOLAPRGECOMA_SUBTITLE_25TRVE)). This definition is guidance and applicants may propose to prioritize additional trees with justification such as legacy trees, potential champion trees, or other important trees. Contact the Trust to discuss your tree canopy preservation project ideas and the Trust will work with DoE to provide applicants with guidance on priority areas for tree canopy preservation.

### Example projects include:

- Conducting outreach to residents about the benefits of trees, identify residents who want trees, coordinate with the County to obtain trees and get them planted, and provide maintenance education to residents who receive trees
- Conducting outreach and education to private property owners who have specimen trees (as defined above) on their property and providing tree preservation services
- Conducting invasive species education and removal to save trees
- Developing tree ordinances for municipalities and engaging community members throughout the process



- Conducting invasive species removal followed by a tree planting (using DoE planting programs) followed by ongoing invasive species management

Qualifications and Experience to Ensure Project Success: Applicants must demonstrate the ability to work in a community, build relationships, and connect resources from the Prince George's DoE, as needed and appropriate, to the community member(s). The applicant or at least one partner engaged in the project must have appropriate experience to perform tree services. Qualifications to perform tree services include International Society of Arboriculture (ISA) certified arborist and the ability to assess trees, if damaged to advise for safety issues and/or provide services offered as part of this award; tree services provided must be done with licensed and bonded tree professionals. This partner can be a subcontractor, volunteer (pro bono) partner, or a staff member associated with the applicant organization. "Appropriate experience" is defined as a history of involvement with similarly scaled tree projects of similar types (e.g., three projects within the last five years, with at least one project preferably in Prince George's County). Expertise in tree identification, tree care, tree preservation, and the ability to perform these services is required. Proof of insurance to perform tree pruning and preservation techniques as well as access to services of an International Society of Arboriculture (ISA) Certified Arborist to manage any tree operations must be provided as part of application (applicants may partner with commercial tree service provider to fulfill these requirements).

### **Track 3: Community Awareness and Engagement (generally between \$10,000 and \$60,000)**

Community awareness and engagement projects must measurably increase public understanding and engagement as it relates to the benefits, challenges, and solutions to restoring Prince George's County natural resources and community health, specifically in relation to the County's Climate Action Plan and County programs such as Rain Check Rebate.

The County's Climate Action Plan (<https://www.princegeorgescountymd.gov/3748/Climate-Change>) summarizes the climate threats in the county, the progress to date in advancing climate action, and presents strategies to achieve a carbon-free, resilient Prince George's County. Projects must focus on education and engagement of community members to embrace nature-based solutions such as green infrastructure to combat nuisance flooding or land cover changes such as impervious removals to improve the water quality of our County's watersheds. Applicants are also strongly encouraged to propose projects educating community members specifically on the importance of natural resource protection as critical to our community-wide climate resilience. Projects must incorporate sharing of County resources and actions that individuals and communities can take to address the stormwater related impacts of climate change.

The Rain Check Rebate Program (<https://cbtrust.org/prince-georges-county-rain-check-rebate/>) provides rebate incentives to homeowners, businesses, and others to install practices that will improve stormwater runoff quality, reduce pollution, and improve local stream and river health. Practices supported through this program include cisterns, rain gardens, pavement removal, permeable pavement, and more. Projects must increase awareness of the program, educate residents about one or more practices supported by the program, identify potential applicants, and help the identified applicants apply. The Rain Check Rebate staff will be available to provide support to awardees.

Projects should seek to increase knowledge within a priority audience, which can be described as a specific population of focus that is a clearly defined sub-segment of the general public, on a topic in which a basic level of knowledge has not yet been established.

Projects should aim to build meaningful connections and relationships with the priority audience being reached by the outreach or educational message. Applicants should explain how the outreach messages will be co-created and/or shared with the priority audience, and how the education or engagement activities are co-designed with the priority audience whenever possible.



Example projects include:

- Workshops to educate community members about the Climate Action Plan and share resources and actions that can be implemented to address climate change impacts
- Workshops and/or walking tours to educate community members, businesses, and/or other eligible applicants about the Rain Check Rebate Program and the eligible practices
- Creation of Green Teams within communities that result in implementation of an action project that supports the goals of this program
- Develop and implement a “ClimateWise Academy” that educates a cohort of community members in the stormwater-related components of the Climate Action Plan and results in each participant completing a “capstone” project within their community similar to the Watersheds Stewards Academy model (In the FY22 grant cycle, a pilot of this program was awarded and that project is currently underway. For this RFP, the County is looking for an additional awardee(s) to conduct an additional pilot(s).)

Qualifications and Experience to Ensure Project Success: Applicants must demonstrate the ability to work in a community, build relationships, and connect resources from the Prince George’s DoE, as needed and appropriate, to the community member(s). If providing technical assistance, networking building, and/or capacity building for another community, share your knowledge of the latest science and best practices in the field (e.g., familiar with the Innovation Network for Communities work to help cities achieve carbon neutrality and climate resiliency if providing network support with a climate focus) and at least one past project that showcases your work. See tools and resources for the Trust’s Capacity Building Initiative:

<https://cbtrust.org/grants/capacity-building/>.

#### **Track 4: Illegal Dumping Data Analysis and Forensics (between \$10,000 and \$50,000)**

Beautification and litter/trash reduction are a priority to keep neighborhoods and communities healthy, thriving, and engaged in solutions where litter/trash are issues. The County is actively working on strategies to address and reduce litter/trash and in this track, we seek applicants who can assist in ongoing efforts to recommend future strategies the County, communities, and other parties (e.g., future grantees) can implement. Illegal dumping data analysis and forensics projects must use a science-based approach to analyze the illegal dumping data and based on the findings, provide recommendations and strategies the County can implement to address the issue.

In April 2023, the County implemented surveillance systems to monitor and catch illegal dumping activities throughout the County. The County will provide data captured from the surveillance systems to the awardee for analysis. Applicants must develop and explain their proposed methodology for the data analysis. The data analysis should help the County understand what is/has been illegally dumped and where, and how to address the issue. Awardees will not conduct any enforcement action.

Qualifications and Experience to Ensure Project Success: Applicants must demonstrate the ability to analyze data including metrics from reports or databases, images from surveillance systems, georeferenced information, and similar. The applicant or at least one partner engaged in the project must have appropriate experience with data analysis and illegal dumping. “Appropriate experience” is defined as a history of involvement with similarly scaled projects of similar types (e.g., three projects within the last five years) and demonstrated knowledge of the state/County illegal dumping regulations and strategies that are effective in addressing illegal dumping to ultimately implement the project.

#### **Track 5: Piloting a Co-Payment System for Stormwater Management and Residential Resilience Retrofit Program Projects in the Henson Creek Watershed (up to \$1 million)**

The County's existing Rain Check Rebate (RCR) Program (<https://cbtrust.org/prince-georges-county-rain-check-rebate/>) provides rebate incentives to homeowners, businesses, and others to install sustainable stormwater practices that will not only improve stormwater runoff quality, but also help build community-wide climate resilience to flooding and other climate change vulnerabilities. Currently, RCR applicants must pay upfront for all project costs and receive a rebate (i.e., reimbursement) upon completion of the project. The rebate amount is determined by the practice type and size of the project and is also limited to the total maximum rebate amount for the lifetime of the property, which for residential properties is \$6,000. In some cases, the RCR applicant is only receiving a rebate for a portion of their total project costs if they go above the maximum rebate amount of \$6,000. It is potentially a financial burden for applicants to: 1) pay upfront for project costs and 2) to be limited to \$6,000, both which may be barriers to participate in the RCR program.

**Track 5 aims to reduce financial burdens by piloting a co-payment system where residential property owners will only pay a nominal co-payment instead of all project costs upfront.** Track 5 will pilot a co-payment system that focuses on residential properties within the Henson Creek watershed. Within this watershed, the applicant should focus in the following communities: Temple Hills, Suitland, Forestville, Marlowe Heights, Town of Morningside, Oxon Hill (east of MD Route 210), Friendly, and Camp Springs.

Under Track 5, the applicant should aim to install a minimum of 50 of the following RCR practices in the Henson Creek watershed: ***rain gardens; conservation landscaping; cisterns; impervious surface removal and replacement with rain gardens, conservation landscaping, and/or lawn; and tree plantings***. The applicant must ensure that these RCR practices adhere to the current RCR program guidelines and requirements as indicated on the RCR program webpage at <https://cbtrust.org/prince-georges-county-rain-check-rebate>. For example, the proposed practices that will be installed through Track 5 must meet the minimum size requirements as indicated for each practice type. The Rain Check Rebate staff will be available to provide direction and support to the awardee.

The awardee will be required to:

- Conduct a market assessment to determine an appropriate (nominal) co-payment for each practice
- Determine existing barriers to participation in the program including how the rebate allowances per practice type and lifetime rebate amount per property type compare to current market costs
- Develop at least four design templates for rain garden and conservation landscaping practices that residential property owners may select from (i.e., sunny and partial shade rain garden templates; sunny and partial shade conservation landscaping templates)
- Conduct outreach to residential property owners to increase awareness of the RCR program
- Educate residential property owners on the RCR practices
- Identify a minimum of 50 residential property owners to participate in this pilot program
- Develop a contract with the residential property owner that outlines the scope of work, proposed project, and payment requirements. A property owner/maintenance agreement which will be provided by the RCR program is also required
- Coordinate with the property owner on a design for the practices; provide copies of draft/final designs for each installation to funding partners
- Submit the RCR application for the property owner.
- Install the RCR practice(s) for the residential property owners
- Provide a payment mechanism for the residential property owner to make a nominal payment for the practice
- Track and report metrics (e.g., number of people engaged, number of people who expressed interest in participating, number of installations per practice, etc.)
- Conduct a project evaluation to include the following:
  - Pre- and post-survey to residential property owners about knowledge of RCR, barriers to participation, etc.

- Analysis of the actual total project costs of each of the installed practices compared to the RCR program rebate allowance and total maximum rebate amount for the lifetime of the property
- Lessons learned
- Attend monthly meetings with the County and the Trust to report on progress

An example of an existing co-payment system that may be useful to applicants is the District of Columbia’s RiverSmart Homes program (<https://doee.dc.gov/service/riversmart-homes>), where participants provide a (small) co-payment when installing rain barrels, rain gardens, and native plant gardens.

Application Budget Guidance: The applicant should leverage the RCR program funds in addition to the Stormwater Stewardship Grant Program funds to support the installations of the practices. The amount of RCR program funds that can be used for each of the proposed practice installations is limited to the rebate allowance based on the practice type and size of the project and the total maximum rebate amount for the lifetime of the property. If an applicant proposes to install 50 practices, the budget would have a line item for RCR program funds of \$300,000 (50 practices x \$6,000 maximum rebate amount per property = \$300,000). The budget would also have line items for Stormwater Stewardship Grant Program funds such as personnel, contractual, supplies, travel, and indirect costs, as well as additional funds for the installations of the practices that will supplement the RCR program funds for projects that exceed the RCR program maximum rebate amounts.

Qualifications and Experience to Ensure Project Success: Applicants must demonstrate an excellent working knowledge and commitment to messaging how resilience practices implemented at the residential or micro scale are an important component to solving community-wide drainage and flooding issues. Applicants must demonstrate a proven capacity to either install the RCR practices themselves or manage contractors who will complete the installations. To ensure project success, at least one partner (Implementation Partner) engaged in the project must have appropriate experience with community engagement and small-scale restoration efforts. For the installation services, the applicant must demonstrate a proven installation track record or partner with a contractor with appropriate and verifiable landscape/construction experience with proper insurance and business license. The proposed residential practices should **NOT** trigger an Erosion and Sediment Control Plan (must be 5,000 or less sq. ft. of disturbance). Implementation partner can be a subcontractor, volunteer (pro bono) partner, or a staff member associated with the applicant organization. “Appropriate experience” is defined as a proven history of involvement with similarly scaled engagement and/or implementation projects of similar types (e.g., three projects within the last five years, with at least one project preferably in Prince George’s County) and if proposing to install practices have a demonstrated knowledge of the state/County water quality design guidelines and permit requirements to ultimately implement the project.

## Evaluation Criteria

The following criteria will be used by external technical expert reviewers to evaluate applications. Refer to the “Application Review Process” section for more information about the review process.

Criterion	Criterion Description & Guidance	Scale
Consistency with Request for Proposals (RFP)	Is the project proposed consistent with the intent of the RFP and the track selected?	Scale of 1 to 15

Criterion	Criterion Description & Guidance	Scale
Likelihood of Project Success	<p>What is the likelihood of success if this project is funded? Success should be defined as the accomplishment of outcome(s) proposed.</p> <p><u>Qualifications and Experience</u>: Does the applicant have the necessary qualifications to conduct the work that includes the history of successfully completing similar environmental projects? See the qualifications section of each project track for more details on specific qualification and evaluation considerations.</p> <p><u>Permission</u>: Has the applicant procured landowner permission (if necessary)? Are methodologies and/or designs sound and consistent with best practices?</p>	Scale of 1 to 20
Sustainability	<p>Has the applicant addressed future project sustainability? For restoration projects, will the project be well-maintained and continue to function as designed to provide habitat and water quality benefits? Has the applicant proposed a relevant and robust evaluation plan that will be used to improve project sustainability in the future? Has the applicant addressed the need for ongoing resources needed to maintain the value of the project? How will the impacts of the work be felt after the award period has ended? If the project is a community awareness and engagement project, will the impacts of the work be felt after the grant period has ended?</p>	Scale of 1 to 15
Cost Effectiveness/ Budget	<p>Is the budget appropriate and cost effective? Are the line items budgeted justified in the project narrative? In-kind and cash match is not required but will be viewed favorably.</p>	Scale of 1 to 20
Justification	<p>Does the applicant justify the need for the project and the practices proposed? Does the proposed project support broader goals of the organization and/or other existing community efforts?</p>	Scale of 1 to 10
Partnerships	<p>Are the selected partnerships appropriate? Are any partners missing that should be included? Partnerships can be defined as stakeholders or representatives from the priority audience or organizations and people who have committed to a specific role or resource to the project. If the lead applicant is not a member of the community impacted by the project (e.g., an external non-profit doing work on land owned by another entity), is a transfer of “ownership” to the community built into the project and the ability of the community to carry the work forward developed? Does the applicant provide letter(s) of commitment from project partners? View the Trust’s Letter of Commitment Guidance and Policy found at: <a href="https://cbtrust.org/forms-policies/">https://cbtrust.org/forms-policies/</a>.</p>	Scale of 1 to 10
Demonstration Value and Transferability	<p>Does the project have demonstration value and/or transferability? How can this project be used as a model or pilot for future efforts? How will this project support the County?</p>	Scale of 1 to 10
<b>Total Score Possible</b>		<b>100</b>

Funding partners reserve the right to fund projects and budget items that advance its mission and meet its specific funding priorities and criteria.



## Funding Availability and Timeline

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**Funding Availability:** The funding partners anticipate \$3.1M funds available in FY 24.

**Project Timeline:** Projects greater than \$100,000 should be completed within two years and projects less than or equal to \$100,000 should be completed within one year upon receipt of the award or as determined in the award agreement. Requests to extend project completion period will be reviewed and considered on a case-by-case basis.

## Deadline

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Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on November 30, 2023**. 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 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

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Each project proposal application is reviewed and evaluated 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 individuals who represent communities served by projects funded by this RFP. The TRC ranks and scores all project proposal applications based on the criteria 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 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.

Not all proposals will likely be able to be supported due to funding limitations. 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 six rounds in this grant program is 54%, this includes both fully and partially funded applications.

## Awards and Notifications

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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 send 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 FY 24 Prince George's County Stormwater Stewardship awards will be announced in March 2023.

## Contact

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For technical assistance contact Nguyen Le at (410) 974-2941 ext. 110 or [nle@cbtrust.org](mailto:nle@cbtrust.org).

## About the Chesapeake Bay Trust

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The Chesapeake Bay Trust (Trust) (<https://cbtrust.org/>) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of all 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 \$140 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout Maryland and the Chesapeake Bay watershed.

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](http://www.cbtrust.org/strategic-plan) and <https://cbtrust.org/diversity-inclusion/>.

## About the Prince George's County Department of the Environment (DoE)

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To engage residents in the restoration and protection of the local rivers and streams of Prince George's County, the Department of the Environment (DoE) provides funding for this Stormwater Stewardship Grant program. DoE works for a healthy, beautiful, and sustainable County through programs that provide trees, clean water, flood control, recycling and waste management, litter prevention, animal services, and pet adoption in partnership with residents and other stakeholders.

## Narrative Questions

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You will upload a MS Word or PDF file not to exceed five (5) pages of text, excluding photos or materials such as Letter(s) of Commitment, that address the following questions. **To ensure that you address all questions, we recommend that you copy and paste the questions and use them as the outline for your narrative.** Additional file attachments can be uploaded, not to exceed a total of four file attachments per application. Use the additional "Upload" options in the online system.

- 1) **Track:** Identify the track to which you are applying.
  - a. Track 1: Water Quality Implementation Projects
  - b. Track 2: Tree Canopy Outreach, Education, Maintenance, and Preservation
  - c. Track 3: Community Awareness and Engagement Projects
  - d. Track 4: Illegal Dumping Data Analysis and Forensics

- 2) **Project Description:** Provide a description of the proposed project. What are the project objectives and major tasks to be accomplished? Describe the project background and justify why this project is needed. How was the project identified? Why will this project be successful?
- 3) **Outputs and Outcomes:** Please describe your project's output(s) and outcome(s). Describe your anticipated major obstacles for your outputs and outcomes and how you will overcome any obstacles to the project.

For this RFP we define project output and outcome as:

- Output: The immediate results of the work which is being completed (e.g., how many people you propose will attend a workshop that will teach them about the Rain Check Rebate Program? OR how many native plants do you propose to plant?).
  - Outcome: The change that is prompted as a result of the output listed above (e.g., training session attendees mobilized their community to install cisterns using the Rain Check Rebate program OR there is less stormwater entering the stormwater inlets because the new, well-maintained rain gardens are absorbing stormwater).
- 4) **Qualifications and Experience:** Describe the project team's experience to conduct the work proposed. Provide past examples of projects completed in the last five years to include the project name, location, short description of the project, and a reference for each project. See the "Qualifications and Experience" for each track in the above "Eligible Project Types" section.
  - 5) **Contractors:** If hiring a contractor, 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 were or will be obtained
    - a. Has/will a contractor be hired and has a contractor been selected? (Yes or No)
    - b. If you answered "Yes" that a contractor has or will be hired, describe your contractor selection process, including justification and background of the selected contractor. If using a bid process, describe the process.
  - 6) **Community Context and Demographics:**
    - a. Community Context: Connect existing projects, resources, and collaborators to support your project. The best projects will connect to other existing watershed stewardship efforts. **Indicate how this project fits into other environmental stewardship activities.**
    - b. Demographics: In light of the Trust's commitment to the advancement of diversity in its grant-making, provide demographic information about the community or population involved in or served by the project. The Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies than the applicant, where needed, within the targeted demographic(s). Cultural competence involves understanding and appropriately responding to the unique combination of cultural variables which entails the integrated patterns of human behavior such as language, thoughts, actions, customs, beliefs and institutions of racial, ethnic, social, or religious groups that the community or population bring to interactions.
      - i. Provide your organization's experience working within the specific communities that you will be prioritizing.
        1. If you have not had significant experience within your prioritized demographic, explain how you intend to address this issue.
      - ii. If the lead applicant is not a member of the community served by the project: (e.g., an external non-profit doing work on land owned by another entity):
        1. describe how "ownership" will be transferred to the community served by the project and how the ability of the community to carry the work forward will be developed and
        2. provide your organization's experience working within the specific community to be served.

- 7) **Sustainability:** The funding partners aim 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, 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? How does your project support the Prince George's County Climate Action Plan?

If the project or program will need ongoing financial resources to maintain its value, provide an abbreviated plan describing how the project will be sustained beyond the term of the proposed funding request.

8) **If you are applying to Track 1 Water Quality Implementation, answer the following questions.**

- a. **Regulatory Issues:** This program **cannot** support projects or programs that are wholly required by a separate Federal, State, or locally issued permit, decree, or enforcement action. In some cases, the funding partners may elect to fund optional portions of required projects that are more than regulatory requirements (i.e., go above and beyond the current water quality requirements). For your response state: 1) whether any part of your project is required under any existing or pending permit, decree, and/or enforcement action and 2) if so, whether and how your proposal exceeds the regulatory requirements.
- b. Provide technical information (e.g., photos, designs, maintenance plan, landowner letter commitment, etc.) for your project. See Appendix B to determine if your project is a category 1, 2, or 3, then submit as much of the information identified for that category as part of your narrative document or as separate additional supporting documents.
- c. **Water Quality Benefits:** Projects must report the BMP type of practice proposed, the size of the BMP practice, total area treated by the practice, and total area of impervious surface treated by the practice. Contact the Grant Program Manager for assistance.  
Final products will include concept plans, final plans, as-built plans (if permit was required), drainage area, impervious surface, practice area, etc. in electronic format (pdf, GIS, AutoCAD, etc.). Final products will also include pollutant load reductions for total nitrogen, total phosphorus, and total suspended solids and the calculations used. See this recent tool created by a Trust grant to help plan and estimate water quality benefits for your project: [Green SIMPLE](#) (full link at [https://cbtrust.org/wp-content/uploads/Green\\_SIMPLE.xlsx](https://cbtrust.org/wp-content/uploads/Green_SIMPLE.xlsx)).
- d. **Permission & Maintenance:** Water quality projects must demonstrate the following: 1) the owner of the property allows the project as demonstrated by a Letter(s) of Commitment; 2) provide a long-term maintenance plan (> 2 years); and 3) state that the owner and/or implementation organization either a) has maintenance and inspection training or b) will attain maintenance and inspection training by the grant end date. For guidance on maintenance, see the Trust's maintenance plan template and resources (<https://cbtrust.org/additional-resources/>) which include training videos.
- e. **Community Engagement and Value:** Describe the community value of this project. Describe how you will share your project with the public to engage and educate them. The funding partners require interpretive signage to convey the project intent and provide educational value for the project. Does your project include interpretive signage?
- f. if the project has > 5,000 square feet or > 100 cubic yards in total project disturbance (i.e., Appendix B, Category 3 project type) and will require a permit, you **must** add these to your budget:
  - i. a Professional Engineer to design the implementation project/BMP and stamp the plans to submit to the Department of Permitting Inspection and Enforcement (DPIE);
  - ii. up to \$2,000 for soil boring for practices that use infiltration (e.g., bioretention);



- iii. up to \$4,000 for an expert permit reviewer to help with the permit process (expert permit reviewer contact(s) will be provided by the Trust and DoE);
- iv. up to \$2,000 for permit edits and comments; and
- v. up to \$5,000 for as-built plans.

9) **If you are applying to Track 2: Tree Canopy Outreach, Education, Maintenance, and Preservation; Track 3: Community Awareness and Engagement; or Track 4: Illegal Dumping Data Analysis and Forensics, answer the following questions.**

- a. **Audience:** Define your priority audience(s). Think about the types and groups of people most relevant to your goal. Who is most likely to benefit from your message and/or most likely to transfer the message to others?
- b. **Message:** Identify the intended message of the project (e.g., increase participation in “ClimateWise” Academy to use the County’s Climate Action Plan strategies in a way that makes sense to you and your community). State the message in your own terms, as if you are writing it for your priority audience. Think about why this project matters to the audience and make sure that is in your message.
- c. **Action:** What action do you want your intended audience to take? What are the potential barriers that you might encounter and how will you overcome them?
- d. **Method:** Clearly explain and justify the methodology/tactics chosen to deliver the message to the priority audience(s).
  - i. Explain why the tactics are an effective way to reach your priority audience(s). You are encouraged to rely on known outreach, engagement, and media best practices.
  - ii. Provide examples of similar programs that have demonstrated success and reference your organization’s experience with these tactics. Examples include but are not limited to trainings, innovative media, individual outreach, demonstration planting projects, etc.).
  - iii. If proposing to increase Rain Check Rebate participation, commit to working with the Trust to gather and report the adoption rate (number of people reached and number of Rain Check Rebate applications approved, for example).
  - iv. If proposing work for Track 4, “Illegal Dumping Data Analysis and Forensics,” detail your approach (building on methods discussed earlier), anticipated obstacles and how you will overcome them, confounding variables and how you will control for them, and anticipated results (i.e., What do you expect to find/recommend at project’s end?).
- e. **Evaluation:** How will you evaluate your project’s success (e.g., pre- and post- surveys)?
- f. **If applying for Track 2:**
  - i. If your project’s goal is to engage residents and/or businesses in applying for County tree planting programs, indicate what you see as the greatest barrier to getting your community / audience to want trees. How will you address that barrier in your project?
  - ii. If your project’s goal is to assist residents with tree preservation and maintenance, indicate what you see as the key factors for tree loss in your project area (e.g., incorrect maintenance, financial burden, invasives). Please enumerate the types of assistance you will provide (e.g., tree health and hazard assessment, invasives removal, pruning).
  - iii. If your project focuses on invasives removal, describe what steps will be taken to deal with re-occurrence of invasives.

## 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; therefore, you only need to copy and paste the values from the FMS to the online application. Applicants may request funds for indirect costs, which must be listed separately (not combined with salary) and must be less than 20% of the total request.

### **Additional Budget Justification**

This online application component will ask you to provide a descriptive budget narrative to justify and explain costs. If you plan to provide a fixed regular sum paid as a salary for the applicant’s staff or allowance project, detail the scope of work provided, the compensation amount and how that value was determined, and who the funds will support. In this program “stipends” for paid public participation for grant projects are not allowed. Funds supporting bodies of work or applicant staff that are justified are allowed and encouraged. If the success of the work is contingent upon award of other funds, make this clear in your budget justification.

## **Online Application Submission Instructions**

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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/prince-georges-stormwater-stewardship> 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 EST on November 30, 2023**. 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 Executive Officer is the individual that oversees the organization (e.g., Executive Director, Chief Executive Officer, Mayor, President or Vice President, Principal (for schools), etc.) and has the authority to sign/execute award agreements on behalf of the organization. The Executive Officer information is tied directly to all the organization's applications and should not vary from application to application. If the Executive Officer could be listed as the Project Leader in a future proposal, we recommend listing a Board Member or other higher-ranking position of the organization as the Executive Officer in order to reduce the variation in the Executive Officer across applications.
    - 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 (Prince George's County), and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.
- Timeline Tab
  - Add your project start and end dates. 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 outputs. Only complete those deliverables that are appropriate for your project (i.e., some deliverables will not apply).
- Volunteers Tab

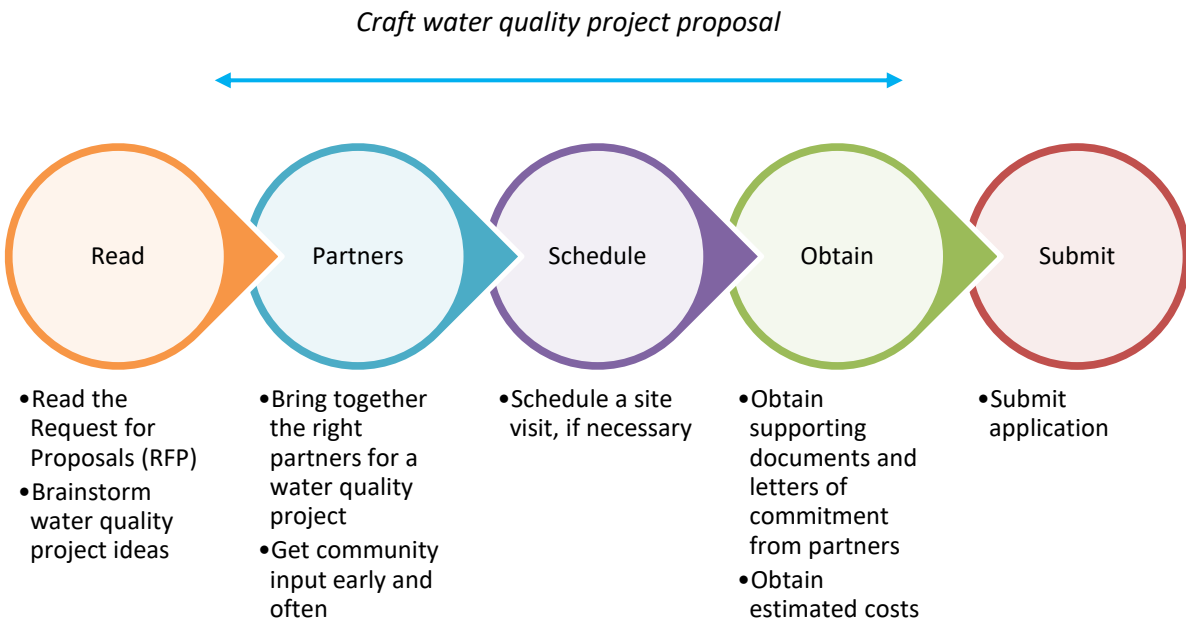
- Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.
- Project Partnerships Tab
  - Provide a list of project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.
  - Applicants are encouraged 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](http://www.cbtrust.org/forms).
  - All awardees will be expected to have a strong working partnership with the Prince George’s Department of the Environment (DoE); however, **Letter(s) of Commitment from the County should not be included in the application and will not be considered if submitted**. Instead, reference should be made in the proposal for how the applicant plans to work with County staff to communicate and integrate County goals and efforts.
- 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: Guidance for Applicants that are New to Water Quality Projects

This guidance outlines the steps needed to develop project ideas and grant applications for those who are new to water quality projects (track 1 project). 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 for assistance 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 (e.g., a rain garden) 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 projects seek community input early and often (often after each of the steps below) and works 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 to Medium Scale Restoration Projects. This is located in Appendix A of the Stormwater Stewardship Guidance (<https://cbtrust.org/wp-content/uploads/PG-CBT-Stormwater-Stewardship-Guidance-March-2015.pdf>) listed in the Additional Resources section on the grant’s webpage.
- b. Identify one or more individuals or partners who do have expertise to visit the site and provide assistance. Identifying which experts to contact can be challenging. The Trust Project Manager can provide the first site visit to get you started and offer immediate next steps. Options to do this can include contacting local nonprofit environmental organizations who perform this work as part of their mission. Another option can be contacting one or more for-profit consulting firms or contractors to provide input, whom you might work with or provide an opportunity to bid on the project should the grant be funded. Contact the Trust to discuss best ways to obtain expert advice in this step.

#### Step 4: Obtain Scope of Work and Estimated Costs from Stormwater Engineering Services

- a. If your project is large or complicated (i.e., generally more than 5,000 square feet in size), you will need engineering services to develop the water quality project idea and to estimate the design and construction costs. This may be the same firm you engaged above and this can be accomplished in Step 3. **Applicants are encouraged to keep projects small and simple** (i.e., less than 5,000 square feet of disturbance; see Appendix B for more details).
- b. Contact one or more firms that provide stormwater management engineering services and request a visit to your site to suggest what work should be done and how much this work might cost. Not all firms will conduct site visits for free. However, some will view you as a potential client if the award is made.
  - i. Stormwater engineer service firms will provide more detailed water quality project ideas and estimated costs to help you form your proposal.
  - ii. In person site assessments are best but can be done remotely where one person is at the site and the others join virtually OR site visits can be done at different times (e.g., to navigate safely during COVID-19 and still see the site in person).
  - 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 B Design Guidelines and Information in this Request for Proposals to determine what minimal elements are needed.
  - ii. These minimal elements are the basics needed for a water quality project design that can 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 a firm’s scope of work and estimated cost.

## Appendix B: Design Guidelines and Information to Gather and Submit with Your Application for Track 1: Water Quality Implementation Projects

Applicants submitting proposals for Track 1: Water Quality Implementation should submit as much information as possible to demonstrate to reviewers what you plan to do, how far you are in the process, and how likely it is that your project will succeed. This Appendix provides guidance on what should be included in your project design that is submitted as part of your application to implement a restoration practice.

The most successful applications will provide detailed information for projects that are furthest along in the design, engineering, and/or permitting process. If you do not have some of the information listed for the category your project falls under, then state why you do not have it and if integral to the project's success should it be funded, state how you will attain the required information. Contact the Trust for assistance.

For this RFP, restoration practices are broadly grouped into the following three categories:

- **Category 1: Projects with Minimal Ground Disturbance** (Preferred)
  - Rainwater harvesting and storage
  - Conservation landscaping
  - Streamside forest buffers
- **Category 2: Small-Scale Restoration Projects with Minor Ground Disturbance** (less than 5,000 square feet disturbed and/or less than 100 cubic yards of soil excavated)
  - Bioretention cells, bioswales, rain garden projects
  - Impervious surface removal with replanting/stabilization of an area
  - Tree trenches
- **Category 3: Complex Restoration Projects** (more than 5,000 square feet disturbed and/or more than 100 cubic yards of soil excavated. Applicants must reach out to the Trust to discuss the project and receive approval to apply. The Trust will work with the Department of the Environment (DoE), Prince George's County to determine if the project is appropriate for this grant program.)
  - Bioretention cells and rain garden projects
  - Impervious surface removal with replanting/stabilization of an area
  - Stormwater wetland creation and enhancement
  - Green roofs (Applicants must reach out to the Trust to discuss green roof projects. Green roof projects will require DoE and/or Department of Permitting, Inspections, and Enforcement (DPIE) structural review and approval.)
  - Notes:
    - Projects in this category will likely be subject to permitting requirements; refer to local planning and zoning and/or public works regulations for details
    - Projects in this category must include the following in the application budget:
      - a Professional Engineer to design the BMP and stamp the plans to submit to the Department of Permitting, Inspections, and Enforcement;
      - up to \$2,000 for soil boring for practices that use infiltration (e.g., bioretention);
      - up to \$4,000 for an expert permit reviewer to help with the permit process (will be provided by the Trust and DoE);
      - up to \$2,000 for permit edits and comments; and
      - up to \$5,000 for as-built plans.

Identify if your project is a category 1, 2, or 3, then gather as much of the information specified in the Table 1 (as appropriate for the proposed project) for that category and submit this in response to the narrative question #8.b. If you are unsure which category your project belongs to, contact the Trust for assistance.

<b>Table 1. Technical information needed for each project based on if your project is a Category 1, 2, or 3.</b>			
<b>Technical Information</b>	<b>Category</b>		
	<b>1</b>	<b>2</b>	<b>3</b>
Site address and/or latitude and longitude coordinates	✓	✓	✓
Site photos	✓	✓	✓
Description of the stormwater BMP type(s), size(s), and impervious surface treated (in square feet)	✓	✓	✓
Map showing property and project boundaries	✓	✓	✓
Map showing stormwater BMP location(s), type(s), and size(s)	✓	✓	✓
Planting plan and native plant list. Funding is restricted to native species only. Cultivars of native plants are not preferred if straight native plant species are available. View the Trust's native plant resources ( <a href="https://cbtrust.org/additional-resources/">https://cbtrust.org/additional-resources/</a> ).	✓	✓	✓
Detailed maintenance plan signed by the entity responsible for maintenance and the landowner (if different). The maintenance plan must detail maintenance activities in the short-term (1 to 5 years) and in the long-term (5 to 10 years). See the Trust's maintenance plan template and resources at <a href="https://cbtrust.org/additional-resources/">https://cbtrust.org/additional-resources/</a> .	✓	✓	✓
Landowner letter of commitment for projects planned on properties other than your own. The letter must state that permission has been granted from the entity owning the land on which the project will be completed and commits to preserve and maintain the project. See the Trust's Letter of Commitment and Guidance Policy at ( <a href="https://cbtrust.org/forms-policies/">https://cbtrust.org/forms-policies/</a> ).	✓	✓	✓
Two-foot topographic data, available from Maryland's Environmental Resources and Land Information Network ( <a href="https://gisapps.dnr.state.md.us/MERLIN/index.html">https://gisapps.dnr.state.md.us/MERLIN/index.html</a> ) and/or from the Prince George's County GIS and planning offices ( <a href="https://www.pgatlas.com/">https://www.pgatlas.com/</a> ).		✓	✓
Map showing the drainage area boundary and size and the percent impervious cover. Estimate the total area of impervious surface treated (in square feet) by the project. Report the following: <ul style="list-style-type: none"> <li>Amount of stormwater runoff which will be treated by the BMPs. To do this, simply list the type of practice proposed, the size of the practice, the total area treated by the practice OR amount of nutrients/sediment reduced by the BMPs (calculate TN, TP, and TSS load reductions using existing guidance, calculators such as the <a href="#">Green SIMPLE</a> tool*, and/or professionals in the field)</li> <li>Total area of impervious surface treated by the practice</li> </ul>		✓	✓
Mapped utilities and roads		✓	✓
Map of the soil survey and field confirmation of soil drainage class. Use the USDA Natural Resources Conservation Service Web Soil Survey ( <a href="https://websoilsurvey.nrcs.usda.gov/app/HomePage.htm">https://websoilsurvey.nrcs.usda.gov/app/HomePage.htm</a> )		✓	✓
Soil borings/results for proposed infiltration practices		✓	✓
Design plans that show proposed grade changes, drainage structures, rock placement, piping, underdrains, etc.		✓	✓
Detailed earthwork volumes (existing soil to be removed, bioretention soil to be added, etc.)		✓	✓
Proposed surface water intake (where runoff enters your project area) and project outfall (where water will exit your project area)		✓	✓
Plan-view and cross-sections that show elevations as applicable and size of all BMPs proposed		✓	✓
Field survey of topography for existing conditions			✓
Mean high water, full pool elevation, bankfull (as applicable to the project type)			✓

\*Green SIMPLE tool full link: [https://cbtrust.org/wp-content/uploads/Green\\_SIMPLE.xlsx](https://cbtrust.org/wp-content/uploads/Green_SIMPLE.xlsx)

Pollutant Load Reduction Calculator: The Green Stormwater Infrastructure siMple Pollutant Load reduction Estimator (Green SIMPLE) was developed to help Chesapeake Bay communities more easily and consistently estimate the water quality benefits of proposed stormwater retrofit and community greening projects. The tool is an easy-to-use spreadsheet that is consistent with the pollutant loading rates and load reduction efficiencies used in the Chesapeake Bay Model. It allows users to estimate pollutant load reductions from individual projects as well as to compare a suite of candidate projects based on factors such as cost-effectiveness, pollutant load reduction, maintenance burden, and constructability.