



Anne Arundel County Forestry and Forested Land Protection Grant Program FY24 Request for Proposals



Chesapeake Bay Trust

108 Severn Avenue, Annapolis, MD 21403

(410) 974 – 2941 • www.cbtrust.org

Introduction and Program Goals

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 \$160 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 and afforestation 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.

The Anne Arundel County Government and the Trust are partnering to provide funds for forestry projects and land protection in Anne Arundel County. The goals of this program are 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.

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/>.

At A Glance

Program Summary:

The Anne Arundel County Forestry and Forested Land Protection Grant 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 2024, fall 2024, and/or spring 2025.

Deadline:

Wednesday, January 3, 2024 at 4:00 PM EST

Eligible Project Locations:

This program funds projects in Anne Arundel County, Maryland.

Request Amount:

Requests up to \$280,000

Submit Your Application:

Follow the instructions online at

<https://cbtrust.org/grants/forestry-and-forested-land-protection/>

Contact:

Whitney Vong, Program Officer, 410-974-2941 ext. 122, wvong@cbtrust.org

This Request for Proposals was released on 10/2/2023.

The Trust recognizes that application processes can be complicated and time-consuming; the Trust continues to work to simplify our application processes where possible. New applicants, new organizations, small organizations, or any group that is experiencing capacity challenges or other barriers to applying, is eligible to receive guidance on the application process. Please contact the Program Manager, Whitney Vong (wvong@cbtrust.org or 410-974-2941 ext. 122), for assistance.

Applicants are strongly encouraged to contact Trust staff to discuss applications *at least* two weeks prior to the deadline. The Trust cannot guarantee availability of site visits or project development assistance within two weeks of the deadline.

Eligible Applicants

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

- ◆ Land trusts;
- ◆ Nonprofit entities;
- ◆ Community associations;
- ◆ Service and civic groups,
- ◆ Faith-based organizations;
- ◆ Public agencies; and
- ◆ Public and independent higher educational institutions.

Eligible Project Locations and Funding Availability

This program funds projects in Anne Arundel County, Maryland.

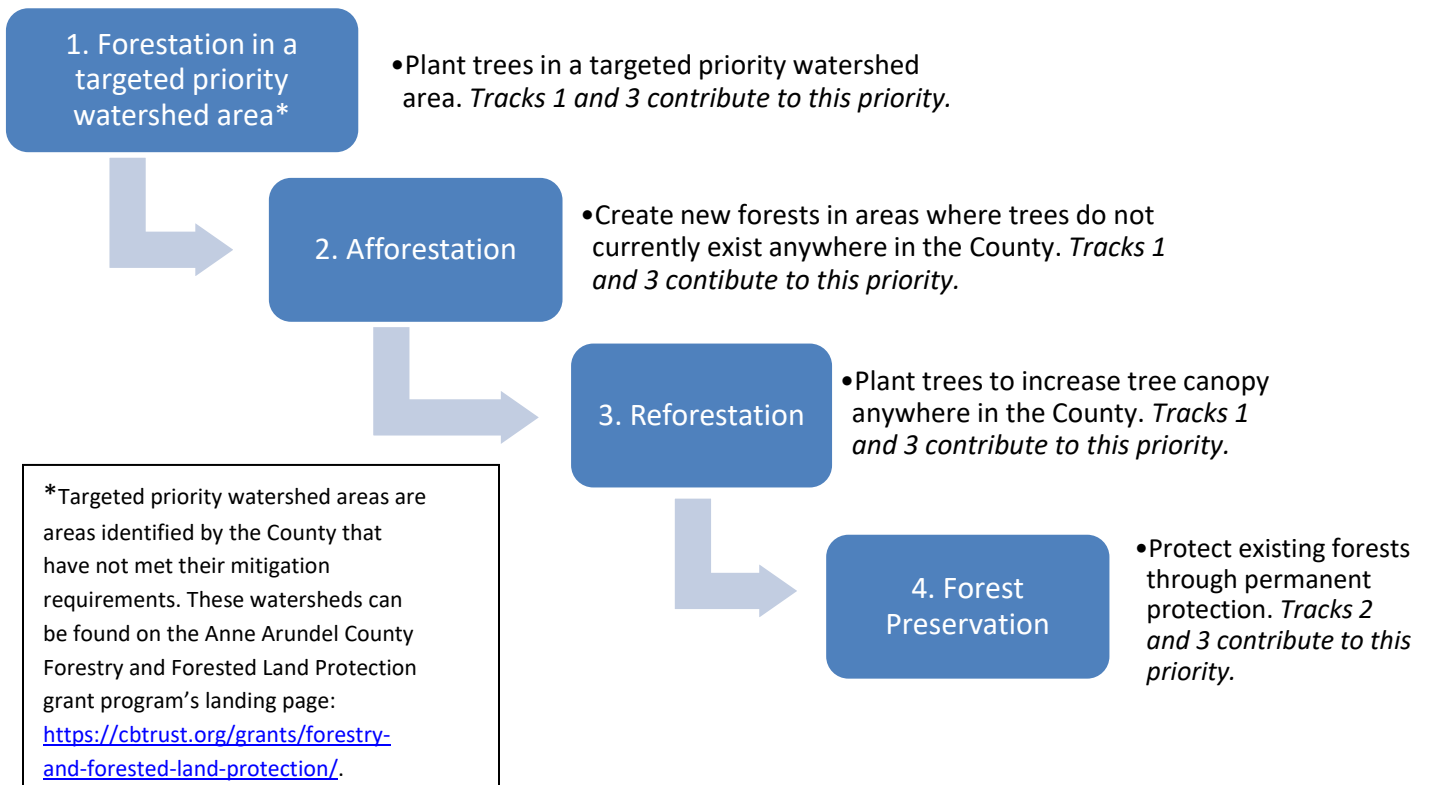
Funding Availability: The funding partners anticipate funds available in FY24 as follows:

- ◆ \$280,000

Prioritized Projects and Eligible Project Tracks

The Anne Arundel County Forestry and Forested Land Protection Grant Program is comprised of three separate tracks. Figure 1 ranks the County priorities and details which project track contributes to each priority.

Figure 1. Eligible Project Types by Rated Priority and Ranked by County Preference



Track 1: Reforestation/Afforestation of Protected Lands

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.

Projects on individual private, commercial private, community-owned, nonprofit, and government-owned property are eligible for funding. *If your project site has an existing easement in place (such as an agricultural easement, floodplain easement, etc.), reach out to the Trust to confirm eligibility in this program.* Assurance that projects funded under this opportunity will remain protected and in place must be provided (Anne Arundel County Code 17-8-901). Projects submitted into this program must be located on either:

- 1) 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
- 2) 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 the existing long-term protection vehicle (if applicable) 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.

DEFINITIONS

Afforestation is planting trees on land that previously has not been covered in forest or has not been forested in a long time.

Reforestation is planting trees on land with existing forest.

Forest is 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.

NOTES TO CONSIDER

Reviewers will look favorably upon projects that are located in a **priority watershed area and/or have afforestation** component. Refer to Figure 1 for the priority rating of project types.

Track 2: Permanent Protection of Forested Lands

Applicants can apply to purchase, execute, record, and monitor **permanent conservation easements** to protect, maintain, and preserve existing tree canopy in Anne Arundel County. The permanent 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.

Reimbursement for 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 2023 Market Analysis completed for the Natural Resources Conservation Service (NRCS) Wetland Reserve Program (WRP), (maximum of \$3,850 per wooded acre), OR at the average of two certified appraisals less than five years old.

Applicants requesting funds for easement values of \$3,850 or less per acre do not have to provide certified appraisals with their applications.

Applicants requesting > \$3,850 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 and Unforested Lands

Applicants may 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 agree to place a permanent conservation easement, deed restriction, or long-term protective agreement for tree planting 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 \$8,800, 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.

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.

A permanent conservation easement is one instrument to ensure protection of your proposed tree planting site. If a permanent conservation easement will not be obtained for your proposed project, the landowner must agree to sign a long-term protective agreement for tree planting. The Trust will provide the long-term protective agreement and require signing and notarizing the agreement as a contingency, if awarded. A copy of the long-term protective agreement is located on the bottom of our webpage:

<https://cbtrust.org/grants/forestry-and-forested-land-protection/>. This long-term protective agreement ensures that the plantings are protected and undisturbed for a period of thirty (30) years, except for necessary maintenance as may be required to preserve the health of the tree. The agreement runs with the land and is binding for the entire thirty-year term.

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

- 1) Obtain permanent/long-term protection for the land through:
 - a. A Permanent conservation easement (fully signed and recorded) OR
 - b. [A Long-term protective agreement](#) (signed through DocuSign)
- 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).

Project Timeline

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.

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.

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.

Deadline

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on Wednesday, January 3, 2024**. 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 the availability of technical assistance for our online system on the deadline date.

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 SAM UEI 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.
- 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 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.

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

DEFINITIONS

The **Executive Officer** is the individual that oversees the organization (e.g., Executive Director, Chief Executive Officer, 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** is the individual 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 and will be used to submit the application. The Project Leader is the primary point of contact for the application. 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.

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: Use the links below to download the **required** narrative questions template for the track you are applying to. Complete all questions and upload the completed document as a Microsoft Word or PDF file.

[Track 1 Narrative Questions](#)

[Track 2 Narrative Questions](#)

[Track 3 Narrative Questions](#)

Budget Tab:

1. **Financial Management Spreadsheet – Application Budget Upload**
 - a. 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 watch a video with instructions on how to complete the FMS.
2. **Financial Management Spreadsheet – Application Budget Information**
 - a. 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.
3. **Additional Budget Justification**
 - a. 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.

Terms and Conditions Tab: Agree to the specified terms and conditions for the program for which you are applying.

Demographics and Survey Tab (optional): Provide voluntary demographic information. Provide information about your organization’s current diversity, equity, inclusion, and justice (DEIJ) efforts and future goals. Provide information on your experience with the application process.

Evaluation Criteria

The following criteria will be used by technical expert reviewers to evaluate your proposal:

Scoring Criteria	Description and Scoring Guidance	Scoring
Project Location and Type (20 points total)		
Forestation in a Targeted Priority Watershed Area	Is the project located in one of the priority watershed areas identified by the County that has not met their mitigation requirements? The list of priority watersheds is located on the program page: https://cbtrust.org/grants/forestry-and-forested-land-protection/ .	5 points, if yes.

Afforestation	Does the project propose to create new forests by planting on previously unforested land?	5 points, if yes.
Reforestation	Does the project propose to plant trees in areas with already existing forest; overall, contributing to increasing the County's tree canopy?	5 points, if yes.
Forest Preservation	Does the project plan to increase forest preservation by proposing to purchase and record a permanent conservation easement?	5 points, if yes.
Completeness of Application (5 points total)		
Application Components	Were all questions answered? Were appropriate supporting documents, such as photos and maps of the site and planting plans or species lists, included in the application?	Scale of 1 to 5
Project Context and Need (20 points total)		
Project Goals and Justification	Was the purpose and goal of the project clearly communicated? Does the applicant justify the need for the project? Does the project provide potential high ecological benefit, such as promoting biodiversity and providing water quality benefits? Is the project in or close to the critical area (1,000 feet from a tidally influenced waterbody or wetland)? Refer to Appendix C for instructions to use the MyAnneArundel mapping database to determine if the project falls within the critical area. Does this project support the County's reforestation, afforestation, and forestry preservation goals?	Scale of 1 to 20
Likelihood of Project Success (20 points total)		
Applicant Qualifications and Partnerships	Does the applicant have the necessary qualifications to conduct the work that include a history of successfully completing similar projects? 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 is 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.	Scale of 1 to 5
Methodology	For tree planting projects, does the planting project methodology, including timeline, site preparation, planting method, planting plan, species list (native species only), and procurement process make sense for the project area? For land protection projects, does the timeline for obtaining appraisals, required permits, and permanent protection for the land make sense? Does the timeline and scale of budget appropriately reflect the intended scope of the project? Has the applicant procured landowner permission through a letter of commitment, if necessary?	Scale of 1 to 15

	What is the likelihood of project success? Success is defined as the accomplishment of outcomes proposed.	
Long-Term Sustainability (15 points total)		
Monitoring, Maintenance, and Consideration of Future Threats	<p>Does the applicant propose a relevant and robust monitoring and maintenance plan that will be used to improve the project sustainability in the future?</p> <p>Will the project persist and be well-maintained and not threatened by various types of disturbance, invasive species, or other impacts?</p> <p>Has the applicant addressed the need for ongoing resources in order to maintain the project, if necessary?</p> <p>Is there a long-term protection vehicle in place? If not, is the process to put one in place clear? Is there support from the landowner or community to incorporate long-term protection?</p> <p>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? If so, has the application addressed the impact(s)?</p>	Scale of 1 to 15
Budget (15 points total)		
Cost-effectiveness of Budget and Contractual Work	<p>Is the budget appropriate for the work proposed and cost effective for the work compared to other applications?</p> <p>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?</p> <p>Is there in-kind and/or cash match? Match is not required in this program, but viewed favorably by reviewers.</p> <p>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?</p>	Scale of 1 to 15
Impact (5 points total)		
Demonstration Value and Community	<p>Will others be able to take lessons from this project and replicate a similar project in their own communities?</p> <p>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?</p> <p>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?</p>	Scale of 1 to 5
TOTAL POSSIBLE SCORE		100

Application Review Process

Each application is reviewed by a 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 in this grant program is 81%, including both fully and partially funded applications.

Awards and Notifications

The FY24 Anne Arundel County Forestry and Forested Land Protection awards will be announced in March 2024.

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, final report, or other requirement 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.

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 Trees
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: 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
Email: thappraise@verizon.net
Phone: 410-268-7858
Fax: 410-263-3520
Specializes in all R/W appraisals

Phillip Lamb & Co., Inc.

David Lamb
3751 Thomas Point Road
Annapolis, MD, 21403
Email: davelamb@lambcompany.com
Phone: 240-498-0691
Specializes in all R/W appraisals

Treffer Appraisal Group

Thomas A. Weigand, MAI
One Annapolis Street,
Annapolis, MD, 21401
Email: appraisals@treffergroup.com
Phone: 410-544-7744
Fax: 410-544-9005

Worthington & Associates

Mr. Brice Worthington
138 West Street
Annapolis, MD, 21401
Email: briceworthington@comcast.net
Phone: 410-263-2525
Fax: 410-280-1535
Specializes in all R/W appraisals

The Wineholt Group, Inc.

Antoinette Wineholt, MAI
P.O. Box 732
Severna Park, MD, 21146
Email: twg@mrisc.com
Phone: 410-757-6272
Fax: 410-757-2531
Specializes in all R/W appraisals

Westholm and Associates

Gary Westholm
150 South Street
Annapolis, MD, 21401
Email: garywestholm@westholmassociates.com
Phone: 410-295-0660
Fax: 410-295-6566
Specializes in all R/W appraisals

Appendix C: Instructions for the Anne Arundel County's MyAnneArundel Map

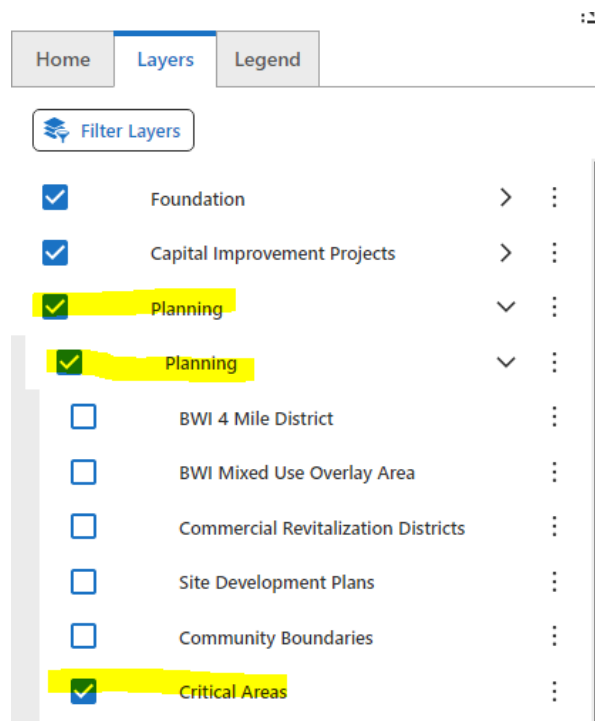
Use the MyAnneArundel map to determine if your proposed project falls within a critical area.

To Navigate

- 1) Go to <https://maps.aacounty.org/> and click on "MyAnneArundel"—this will lead you to a new window
- 2) In the "Home" tab, click "Find a Location" then "Find an Address"
- 3) Type the address of your proposed project site
- 4) This will automatically zoom the map image to your project location

To Show the Critical Area Data

- 1) Click on the "Layers" tab
- 2) Open the drop down under "Planning" by clicking the ">"
- 3) Click on the check box next to "Planning" and click the next ">" button to reveal more options
- 4) Click on the check box next to "Critical Areas" which will show the critical area boundaries



To Download/ Print

- 1) Click the "Print" button at the top menu bar
- 2) Adjust the map image to show the area that you want to capture
- 3) In the left side bar, you can title the map and add notes
- 4) When ready, press the "print" button and give it a few seconds to load.
 - a. It will tell you that a print job has started and eventually give you a link to download the file as a PDF.



- 5) Click “click to download” and it will open a PDF with the map formatted, including the map legend, for you to save to your computer.

