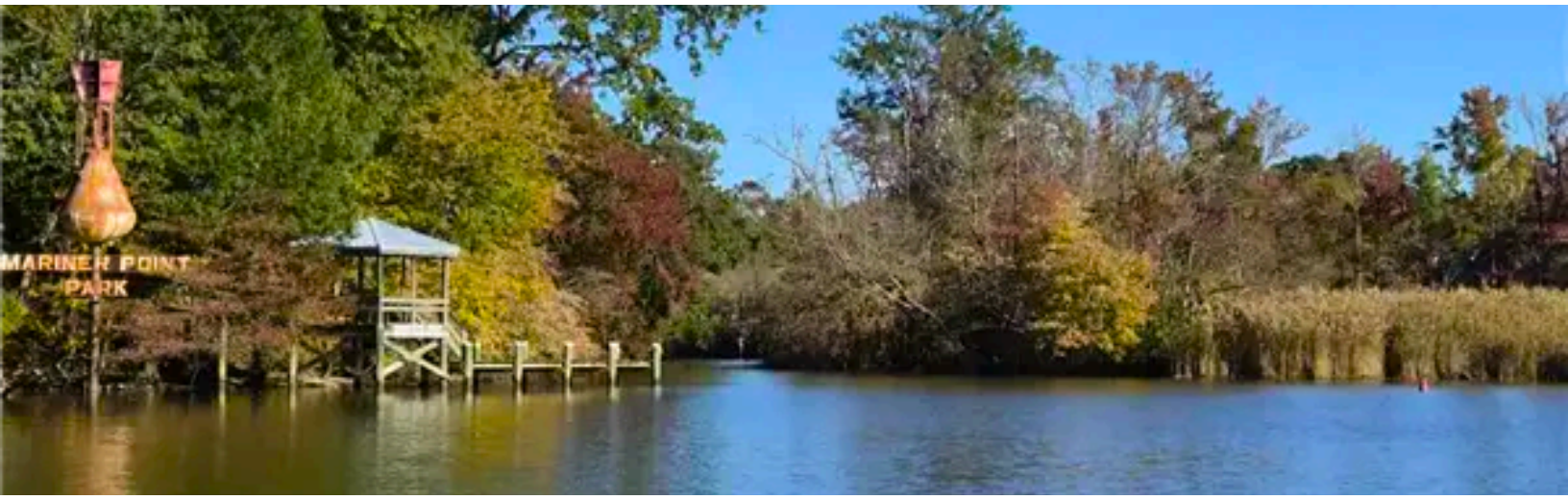








Healthy Environments, Healthy Communities Foster Branch and Gunpowder River Community Driven Remediation Projects

FY27 Request for Proposals

Chesapeake Bay Trust 108 Severn Avenue, Annapolis, MD 21403 www.cbtrust.org

Chesapeake Bay Trust

MARYLAND CB TRUST Protect the Chesapeake

Maryland Department of the Environment

Maryland Office of the Attorney General

Program Goals

Funding through the Healthy Environment, Healthy Communities: Foster Branch and Gunpowder River Community Driven Remediation Projects (CDRP) Grant Program will support water quality improvement, public education, and restoration projects throughout the Foster Branch and Gunpowder River watersheds.

The program originates from a Consent Decree between the State of Maryland Department of the Environment, et al. and defendants D.R. Horton, Inc., Forestar (USA) Real Estate Group Inc., and Kinsley Construction LLC, for alleged sediment violations at the 121-Acre Ridgely's Reserve housing development in Joppa, Maryland.

Eligible Applicants

The Maryland Department of the Environment and the Trust welcome requests from the following organizations:

- Nonprofit Organizations
- Community, Homeowners, and/or Neighborhood Associations
- Faith-based Organizations
- Service, Youth, and Civic Groups
- State and Local Government Agencies
- Public and Independent Higher Educational Institutions

If your organization type is not listed above, contact the Trust to verify eligibility prior to submitting your application.

The Trust seeks applications from organizations new to the environmental sector as well as organizations experienced in environmental restoration and protection, outreach/knowledge building, and/or behavior change projects. All applicants, particularly new applicants, are encouraged to contact the Trust for assistance.

The Trust recognizes that application processes can be complicated and time-consuming; the Trust continues to work to simplify our application processes where possible. We encourage new applicants, new organizations, and small organizations, to apply and contact us for assistance. Any group that is experiencing capacity challenges or other barriers to applying, can receive guidance on their application. Please contact the Program Manager, Kayleigh Katzenberger, kkatzenberger@cbtrust.org, 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.

At A Glance

Program Summary:

This program will support water quality improvement, public education, and restoration projects throughout the Foster Branch and Gunpowder River watersheds.

Deadline:

February 16, 2027, at 4:00pm EST

Eligible Project Locations:

The Foster Branch and Gunpowder River Watersheds. See Appendix A for a map of eligible project locations.

Funding Availability:

There is up to $1.89 million anticipated to be available through this funding opportunity.

Submit Your Application:

Follow the instructions online at cbtrust.org/login

Contact:

Kayleigh Katzenberger, Program Officer, 410-974-2941 ext. 127, kkatzenberger@cbtrust.org

This Request for Proposals was released on 11/16/2026

Eligible Project Locations, Funding Availability, and Maximum Request

Funding is available for project locations in the Foster Branch and Gunpowder River Watersheds. See Appendix A for a map of eligible project locations.

Priority is provided for projects located in the Foster Branch subwatershed/catchment and downstream tidal waters of the Lower Gunpowder, then in the other immediately adjacent subwatersheds/catchments that drain into tidal waters immediately downstream of Foster Branch, and then in other areas within the eligible project locations (Appendix A map).

This grant program anticipates funds available to support awards in this Request for Proposals (RFP) at up to $1.89 million.

Applicants are not restricted in how much they can ask for, but they should be aware of the funding availability. Funding requests accepted through this program will generally be between $5,000 to $100,000, depending on the project type and scale of the project. Please contact the Trust prior to applying to discuss larger funding requests. Applicants may request funds for any budget item necessary to accomplish the stated project intent, such as workshop supplies, printing costs for outreach materials, transportation fees to allow community members access to outdoor experiences or workshop sites, design of small-scale greening practices, plant material, rental of equipment, and more. **Applicants are encouraged to consider locally based businesses when contracting for services.** Budgets can be one of the more challenging aspects of a proposal; applicants should contact the Trust as early as possible for help with developing budgets.

Eligible Project Types

Applicants can request funds for a range of project types. This grant program seeks projects that will support water quality improvement, including projects that improve ecological function, reduce impacts from pollution, restore the aquatic environment, and/or improve public education and transparency about water quality topics throughout the Foster Branch and Gunpowder River watersheds. These projects are requested to address the impacts associated with the Consent Decree. Example project types include planning, assessments, restoration and protection, outreach and engagement efforts, and more.

Generally, requests will fall into the following project types:

1) Restoration and Protection
2) Outreach, Education, and Engagement
3) Capacity Building

Descriptions of these project types are provided below as examples that will be supported by this funding opportunity. The Trust encourages projects that aim to accomplish multiple benefits, such as meeting community goals and improving water quality. If you have a project idea that does not directly fit into these examples, but meets the broader grant program goals, contact Trust staff to discuss your idea before applying. The role of Trust staff is to provide input on project ideas that align with this funding opportunity and best prepare applicants for the review phase.

1) Restoration and Protection Projects

Restoration projects provide water quality improvements, including for ecological function, that will restore the impacted areas using best practices in the field. Applicants may request funding for design, design-build, or implementation of water quality restoration projects. All design-only applications and awards shall commit to planning for and demonstrating the ability to implement. Examples of restoration projects include:

- **Smaller restoration projects** such as pollinator gardens, tree planting, conservation landscaping, water conservation (rain barrels or cisterns), rain gardens, and microbioretention that stay under 5,000 square feet and/or less than 100 cubic yards in total project disturbance are easier to accomplish and can avoid stormwater permit requirements.
- **Larger restoration projects** such as streamside forest buffers, larger stormwater BMPs that would require permits (e.g., wetlands, living shorelines, etc.), and submerged aquatic vegetation (SAV) restoration.
- **Planning, assessments, and protection projects** such as watershed action plans that build on available products, watershed health assessments, and conservation plans that protect existing natural resources. Additional project examples include: 1) SAV feasibility studies since this is an important resource in the watershed; 3) aquatic resources support; and 2) habitat protection for wildlife.

We encourage you to work with nature and consider simpler infiltration projects, e.g., rain gardens, using soils at the site (called the "in-situ" soil approach) can reduce costs and save time. Reach out to the Trust for Technical Assistance to learn more about using "in-situ" soils; a fact sheet is here and for access to a recent webinar, "In-Situ Soil Solutions," View Here and Listen Here.

The restoration projects must be appropriately sited and technically sound. Consider existing site conditions and demonstrate the project proposed is appropriate for the site by ensuring:

- **Property owner approval** is provided with your application;
- Property boundaries are known and the project is not proposed in rights-of-way, proposed on property owned by others without their approval, proposed in easements owned by others, proposed in "setbacks," and/or negatively impacting other property owners;
- Existing native trees are not impacted;
- Contributing drainage areas are ground-truthed; and
- Reliance on widely accepted best management practices (BMPs); see the Maryland Department of the Environment's guidance on stormwater management principles, methods and practices at: https://mde.maryland.gov/programs/water/StormwaterManagementProgram/Pages/index.aspx
    - See Appendix B for design guidelines and information applicants should submit.
    - For practices that are relatively new or innovative, contact the Trust for guidance.

Cost-effectiveness and maintenance:

- Water quality benefits can be measured in dollars per impervious acre treated. For this grant program, the most competitive projects are at or below $200,000 per impervious acre treated (grant funds requested). Restoration projects that exceed this should include rationale.
- All restoration projects will include a long-term maintenance plan (two to five years), and a template is available at: https://cbtrust.org/wp-content/uploads/Annual-Landscape-Maintenance-Plan.docx.

2) Outreach, Education, and Engagement Projects

Outreach, education, and engagement projects are those that demonstrate an increase in public understanding of and engagement in the benefits, challenges, and solutions to restoring the local community's natural resources, water quality, and environmental health. Projects should seek to increase knowledge within a priority audience (a specific population of focus that is a clearly defined sub-segment of the public). Applicants should explain how the outreach messages will be created and how the priority audience will be

reached. Knowledge Building projects will educate and engage residents on watershed challenges, behaviors that achieve watershed improvement, and community stewardship activities. Projects should seek to increase knowledge within a priority audience, which can be described as a clearly defined segment of the public. Knowledge should be increased on a topic in which a basic level of knowledge has not yet been established within the priority audience.

Example projects include, but are not limited to:

- Outreach and engagement to increase awareness for sediment impacts and water quality importance;
- Monitoring efforts that support community engagement and awareness;
- Community science programs that support the collection of water quality and/or other natural resource information and increase knowledge among audiences;
- Workshops, such as "Train the trainer" programs, and other knowledge-building initiatives promoting best practices for environmental stewardship, water quality restoration, and natural resource protection;
- Developing a collaboration hub for community members where they learn and share information about sediment impacts and water quality;
- Knowledge building for emerging issues in the watershed such as sediment, stormwater runoff, water quality, SAV restoration, habitat, aquatic environments, restoration activities residents can do on their property, and other topics by hosting a speaker series or similar outreach method;
- Engagement of youth and schools in stewardship activities; and
- Projects that educate and get residents outdoors have been shown to improve human health.

The most impactful outreach, education, and engagement projects are those that are needed in your community, will resonate with your neighbors, and are provided in ways that are both accessible and understandable. Consider what needs exist in the community of interest, how these needs align with this call for proposals, and which methods will work best to deliver a meaningful program or project to your intended audience. Reach out to the Trust for help aligning your project ideas with this grant program.

3) Capacity Building Projects

Capacity Building projects are those that strengthen an organization's or network's ability to plan, deliver, track, and sustain on-the-ground watershed restoration and environmental improvement activities. **Projects should directly support increased implementation of restoration practices** including project delivery, performance tracking, or coordination among restoration partners. Capacity-building projects in this program do not provide general operating support, fundraising support, strategic planning, or governance development, for broader capacity building funding opportunities see our Capacity Building Grant Program here. Applicants may request funding for staff time directly dedicated to carrying out the proposed capacity-building work.

Example projects include, but are not limited to:

- Development of landowner outreach and engagement systems that increase participation in tree planting, habitat restoration, stormwater management, agricultural conservation, or other eligible restoration programs;
- Geographic Information System (GIS), mapping, and spatial analysis tools that improve targeting, planning, and delivery of restoration practices;
- Participant, volunteer, or contractor management systems that improve implementation capacity and project delivery;
- Development of workflows, protocols, or operational systems that increase the efficiency and scale of restoration project implementation;

- Creation of shared platforms, coordination systems, and/or communication networks among restoration partners that improve project delivery and implementation outcomes;
- Development or enhancement of customer relationship management systems used to identify, engage, track, and support landowners, volunteers, or restoration participants;
- Software, technology, or equipment upgrades that directly improve restoration planning, implementation, monitoring, and/or participant management;
- Staff training necessary to deploy new systems, technologies, or tools that increase restoration implementation capacity;
- Development of project tracking, data management, and reporting systems that improve restoration project delivery and performance measurement; and
- Equipment-sharing, scheduling, and/or project management systems that increase restoration implementation efficiency.

Project Timeline

Project Timeline: Projects that are solely outreach and education, or capacity building focused will typically be completed within 18 months. While projects that are restoration or mixed outreach and restoration focused can take up to three years. Requests to extend project completion period will be reviewed and considered on a case-by-case basis. We want the awarded projects to be sustainable over time and will work with each awardee to scale the end dates for robust efforts that meet the intended outcomes.

Application Deadline

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on February 16, 2027**. 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 Submission Instructions

We have a new online award management system, hosted by SmartSimple. This is the **Chesapeake Bay Trust's Online System** for the application process, and if awarded, project management. **Login to SmartSimple to access your applications and awards.** You can access SmartSimple in two ways:

1. Through our website: https://cbtrust.org/login and clicking the link "Log In to the Bay Trust Awards Portal" **or**
2. From the Chesapeake Bay Trust's SmartSimple page: https://chesapeakebaytrust.us-1.smartsimple.com/s_Login.jsp.

If you have applied to the Trust in the past, your profile and award data was migrated to our new system. You can access the new system by entering the same email you used in our former system (Blackbaud), click 'forgot password', and follow the prompts to create a new password.

If you are a new applicant, click the blue "Register" button on the landing page and follow the instructions.

See https://cbtrust.org/login for help setting up your account.

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 (EST) pm on February 16, 2027.** Late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 pm (EST).

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.

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, and EIN 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.

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, 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.

Deliverables Tab: Provide estimated metrics for your proposed project such as project participants and outreach and restoration outcomes. Disregard deliverables that do not apply to your project.

Volunteers Tab: Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.

Project Partnerships: Provide a list of project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.

Applicants are encouraged to upload a Letter of Commitment for the project from each partner describing in detail the partner's role or contribution to the project. Applications including strong Letter(s) of Commitment often receive higher scores. If not submitted with the application, Letter(s) of Commitment essential to your project's success will 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.

REQUIRED NARRATIVE QUESTIONS: ***https://cbtrust.org/wp-content/uploads/Healthy-Environment-Healthy-Communities_FY27-Narrative-Questions-FINAL.docx***

Budget Tab:

1. **Application Budget -** You will be asked to enter items into the various budget categories. Totals will be automatically calculated on the page. Additional guidance on the budget can be found at https://cbtrust.org/login.
    a. Eligible Budget Items – examples of appropriate budget line items for this program can include but are not limited to:
        i. Contractor or consultant services directly tied to the work proposed;
        ii. Engineering, architectural, or technical services associated with conceptual plans or engineered designs;
        iii. Permit application fees and related documentation expenses;
        iv. Staff time directly associated with the project and documented accordingly;
        v. Costs directly related to the planning, design, or implementation of proposed projects;
        vi. Construction and installation costs;
        vii. Short-term maintenance costs (typically the first growing season) associated with ensuring project establishment;
        viii. Native plants and vegetation (non-invasive species only) and other project materials or supplies;
        ix. Equipment rental required for project activities; and
        x. Community engagement, meeting facilitation, or coordination activities.

2. **Additional Budget Justification -** This online application component will ask you to provide a descriptive budget narrative to justify and explain costs. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.
3. **There are no federal funds in this program.**

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

Demographics Tab 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. Additionally, provide voluntary feedback on the application process.

Evaluation Criteria

The following criteria will be used by individuals who represent communities served by projects funded by this RFP, aided where necessary by experts in the fields supported by this RFP, to evaluate your proposal:

Scoring Criteria	Description and Scoring Guidance	Scoring

Justification	• Does the project address a relevant community and environmental need?
	• Are the project needs and the practices/methods justified?
	• Does the project build on or learn from previous efforts?
	• Does the project support larger community and/or organizational goals?
	• For Capacity Building Projects:
	  • Is the capacity need clearly articulated and well justified as a current priority?
	  • Do the proposed activities strengthen long-term organization or institutional sustainability and effectiveness?
		0 to 15 points

Impact	• How effectively does the proposed project reduce sediment and nutrients (total nitrogen, total phosphorus, and total suspended solid loads)? • Does the proposed project address cumulative environmental and/or human health impacts within the affected watershed or community? • Will this project support innovation (e.g., stimulating and/or catalyzing adoption of a new technology)? • For Capacity Building Projects: Does the applicant demonstrate how strengthened organizational or multi organization capacity will contribute to the program goals?	0 to 20 points
Community Engagement	• Does the proposed project engage community members through project implementation, volunteer participation, or use of the completed project? • Will the proposed project educate community members about water quality and how the selected activities will restore the affected natural resources?	0 to 10 points
Project Location	• Is the project located in the target geographic area?	
Project Location – First Priority Area	• Is the project located in the Foster Branch subwatershed/catchment and downstream tidal waters of the Lower Gunpowder?	0 to 10 points
Project Location – Second Priority Area	• Is the project located in other immediately adjacent subwatersheds/catchments that drain into tidal waters immediately downstream of Foster Branch?	0 to 5 points
Likelihood of Project Success	• Are methodologies and/or designs sound and consistent with best practices in the field?	0 to 10 points

Scoring Criteria	Description and Scoring Guidance	Scoring
	• What is the likelihood of success accomplishing the proposed outcomes? • Has the applicant secured landowner permission (if necessary)?	
Cost Effectiveness and Budget	• Is the budget appropriate for the project? • Are the budget line items justified? • Is the project cost-effective, including any leveraged resources?	0 to 10 points

Sustainability, Demonstration, Value, and Transferability	• Has the applicant addressed future project sustainability?
	  ○ For outreach, education, and engagement, and capacity building projects:
	  ▪ Will the impacts of the work be felt after the grant period has ended?
	  ○ For restoration projects:
	  ▪ Will the project be well-maintained and provide habitat and water quality benefits in the future?
	• Has the applicant addressed how the project will assist with local community resiliency?
	• Does the project have demonstration value and/or transferability?
	• Can the project be used as a model or pilot for future efforts (e.g., will the project outcomes, materials, and lessons learned be shared to build collective capacity)?
	• Will the project further the understanding of topics supported by this grant program?
		0 to 10 points

Partnerships	• Are the selected partnerships appropriate? • Are any partners missing that should be included? • For partner(s) who have an essential role in the project, does the application include the Letter(s) of Commitment? ○ View the Trust's Letter of Commitment and Guidance Policy at: https://cbtrust.org/forms-policies/. Partnerships: 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.	0 to 10 points
	Total Score Possible	**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, 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.

Awards and Notifications

The Fiscal Year (FY) 2027 Healthy Environment, Health Communities: Foster Branch and Gunpowder River CDRP awards will be announced June 2027.

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 one 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).

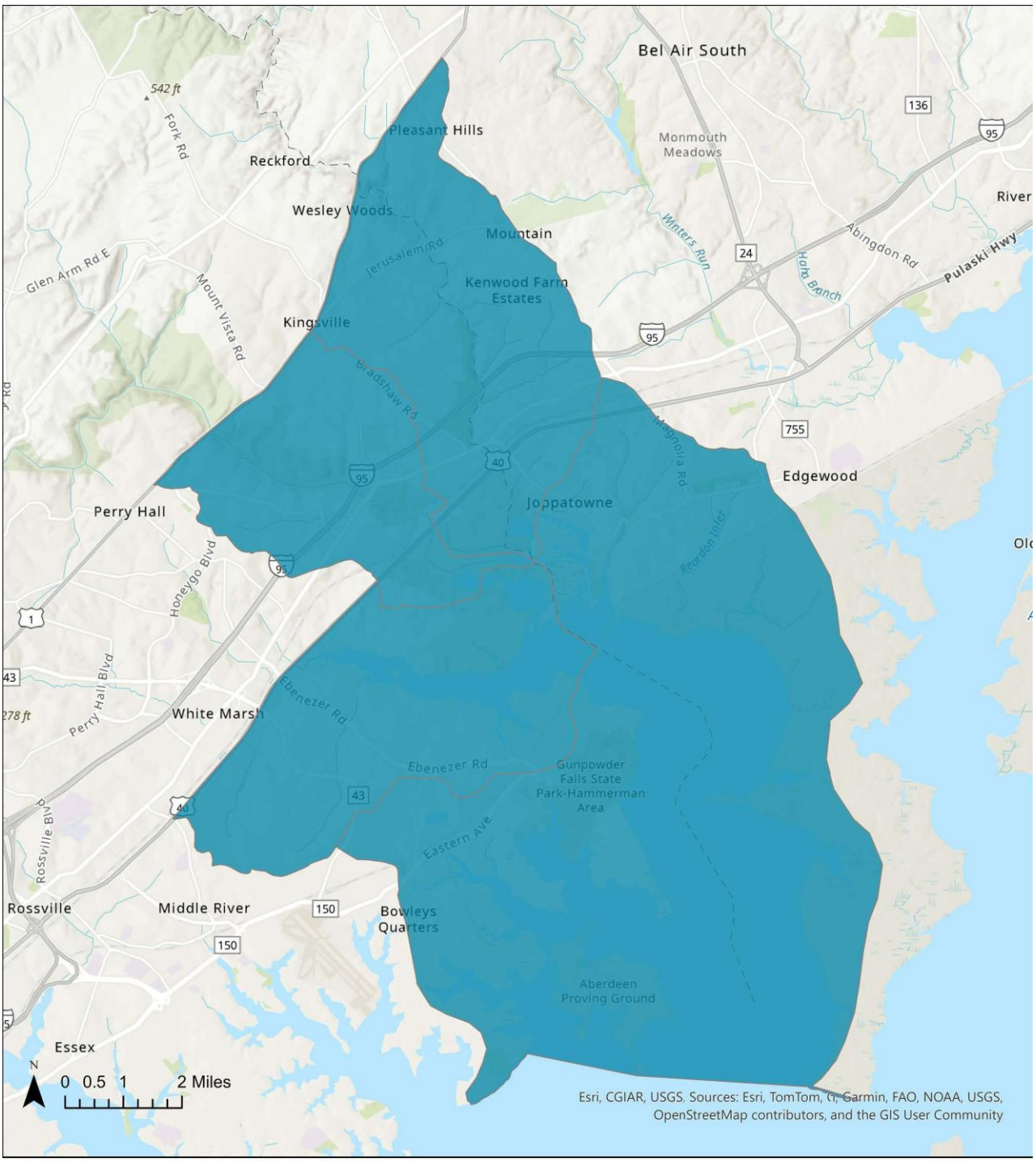
All financial back-up documentation will be grouped and numbered to correspond to the budget line item reported as spent. Organizations with outstanding final, progress, or status reports, or pending refunds may be declined or if awarded funding will be required to submit all outstanding items prior to receiving additional award funds.

About the Trust

The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate, and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over $210 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

The Trust has a mission to empower all people to participate in the restoration and protection of our region's natural resources through its award-making. As a result, the Trust strongly encourages applications directly from or that engage communities underrepresented in the environmental space. For more about the Trust's commitment to engage underrepresented groups, see our strategic plan at www.cbtrust.org/strategic-plan and https://cbtrust.org/diversity-inclusion/.

Appendix A: Eligible Locations Map



Bird River Watershed, South of Route 40
Gunpowder River Watershed
Little Gunpowder Falls Watershed, South of Route 1
Lower Gunpowder Falls Watershed, South of Route 1

Appendix B: Application Components Checklist

Complete all required and applicable fields in the online application. Upload the required and support documentation in the following tabs.

- Narrative and Supporting Documents Tab
  - Upload a Project Narrative:
    - Use the downloadable Narrative Template and complete all applicable questions.
  - Upload supporting documents, including letters of support if applicable.
- Budget Tab
  - Complete the Application Budget in the online system.
  - Complete the Additional Budget Justification narrative.

Use the checklist below to upload the appropriate supporting documentation for your project type.

Required for all Projects
Letter(s) of Commitment. Document support for and of the project from partners who have an essential role in the project by adding Letter(s) of Commitment. View the Trust's Letter of Commitment and Guidance Policy at: https://cbtrust.org/forms-policies/.
Outreach, Education, and Engagement Projects – Provide as much information as you can
• List of knowledge objectives; tell us what participants will learn from your project. • Evaluation plan; pre- and post-surveys can be used to evaluate the change in knowledge for project participants. • For workshops and other knowledge-building events, include a draft agenda.
Capacity Building Projects – Provide as much information as you can
• Strategic plans, or planning documents. • Training curricula or materials. • Partnership or collaboration letters. • Board letters demonstrating awareness of and support for ongoing costs.
Restoration and Protection Projects – Provide as much information as you can

• Photo(s) of the site.
• Site location/project design and/or plan that includes the location of the project work to be done/restored, area to be restored, simple project design/plan, plant list/name/species, and other details that tell us what you plan to do.
  ○ Native plant list. Funds may be requested for native plant species only.
  ○ Native Plant Species Selection Guide the Trust has resources to help you get started with plant selection: https://cbtrust.org/wp-content/uploads/External_Final-Trust-Draft-Plant-Species-Selection-Guide_May2021.pdf (source: this link is found under the "Restoration" menu at https://cbtrust.org/additional-resources/).
• Landowner permission: Documentation that property owner approves of this restoration project. A letter from the property owner stating approval to implement the restoration project at the site is required for projects implemented on property not owned by the applicant and/or proposed on private property.
• A maintenance plan for long-term (two to five years) maintenance. Applicants proposing work on private property should have a particularly strong maintenance description. Proposals that demonstrate long-term commitment to keep and maintain the project will receive more favorable review.
  ○ A maintenance template is available at https://cbtrust.org/wp-content/uploads/Annual-Landscape-Maintenance-Plan.docx (source: this link is found under the "Maintenance of Stormwater Best Management Practices" menu at https://cbtrust.org/grants/applicant-resources-forms-policies/).
• Permits: If permits or any other type of approvals, such as site access, are required, describe the status (e.g., permits pending review of application, permits secured).

Large-Scale Restoration Projects – Provide as much information as you can

Gather as much as you can of the information specified in the table below and submit this information as part of your supporting documents.		
Technical Information	**Category**	
	Design or Planning	**Implementation**
Site address and/or latitude and longitude coordinates	✓	✓
Site photos	✓	✓
Landowner Letter of Commitment for projects planned on properties other than the applicant. The letter must state that permission has been granted by the entity owning the land on which the project will be completed and commits to preserve and maintain the project.	✓	✓
Description of the stormwater best management practice (BMP) type(s), size(s), and impervious surface treated (in square feet)	✓	✓
Map showing project boundary including property lines and demonstrating avoidance of any rights-of-way, easements, or "setbacks"	✓	✓
Map showing stormwater BMP location(s), type(s), and size(s)		✓
Field survey of topography for existing conditions		✓
Mapped utilities, roads, and existing trees	✓	✓
Two-foot topographic data, available from Baltimore Counties Open Data Portal (https://opendata.baltimorecountymd.gov/datasets/0792e2c9707a4ca5ac8d487a760224790/explore?location=39.458650%2C-76.614950%2C10) or Harford Counties Web GIS (https://hcggis.harfordcountymd.gov/planning/harfordgis/?page=Page)	✓	✓
Map showing the drainage area boundary and size and the percent impervious cover	✓	✓
Mean high water, full pool elevation, bankfull (as applicable to the project type)		✓
Infiltration rates and seasonal high groundwater table level (taken in late winter to early spring).	✓	✓
Map of the soil survey and field confirmation of soil drainage class. Use the USDA Natural Resources Conservation Service Web Soil Survey (https://websoilsurvey.nrcs.usda.gov/app/HomePage.htm).	✓	✓
Design plans that show proposed grade changes, drainage structures, rock placement, piping, underdrains (if necessary), etc.		✓
Plan-view and cross-sections that show elevations as applicable and size of all BMPs proposed (as applicable to the project type)		✓
Water quality improvements estimations using the Green Stormwater Infrastructure SIMPLE Pollutant Load Reduction Estimator (Green SIMPLE) tool: https://cbtrust.org/wp-content/uploads/Green-SIMPLE_v1_2.xlsx. See Appendix C for instructions on how to use the tool.		✓
Planting plan that shows the location of and lists the native plants proposed. Use the Trust's Native Plant Guide for plant species selection and spacing: https://cbtrust.org/wp-content/uploads/External_Final-Trust-Draft-Plant-Species-Selection-Guide-_Oct2021.pdf. Funding is restricted to native species only.		✓
Detailed maintenance plan signed by the entity responsible for maintenance and the landowner (if different). The maintenance plan must detail maintenance activities in the long term (two to five years). See the Trust's maintenance plan template and resources at https://cbtrust.org/grants/applicant-resources-forms-policies/.		✓

Appendix C: Additional Resources

Resources to support your application and project:

- **Trust's Additional Resources Page, specifically the "Restoration," "Living Shoreline," and "Maintenance" categories:** https://cbtrust.org/grants/applicant-resources-forms-policies/
- **Trust's Additional Applicant & Awardee Resources Page,** specifically the "Indirect and Fringe Benefits Guidance Policy" and the "Frequently Asked Questions for Federal Awards:" Additional Applicant & Awardee Resources - Chesapeake Bay Trust
- **Trust's Pollutant Load Reduction Calculator** may be helpful to applicants:
  The *Green Stormwater Infrastructure SIMPLE Pollutant Load Reduction Estimator* (Green SIMPLE) is an easy-to-use spreadsheet developed to help Chesapeake Bay communities consistently estimate the water quality benefits of stormwater retrofit and community greening projects. The tool uses pollutant loading rates and load reduction efficiencies consistent with the Chesapeake Bay Model. Users can estimate reductions for individual projects and compare candidate projects based on cost-effectiveness, pollutant reduction, maintenance burden, and constructability. Enter the practice type and size or total area treated to calculate estimated TN, TP, and TSS reductions using existing guidance. Green SIMPLE tool direct link: https://cbtrust.org/wp-content/uploads/Green-SIMPLE_v1_2.xlsx
- **Watershed Resources Registry (WRR):** includes site details (e.g., topographic lines, land uses, and soils): Maryland WRR: https://watershedresourcesregistry.org/states/maryland.html
- **Baltimore County Open Data Portal:** https://opendata.baltimorecountymd.gov/datasets/0792e2c9707a4ca5ac8d487a76022479_0/explore?location=39.458650%2C-76.614950%2C10
- **Harford County WebGIS:** https://hcggis.harfordcountymd.gov/planning/harfordgis/?page=Page
- **NRCS Web Soil Survey:** access the tool
- **Impacts to Restoration Practices** (supported through the Pooled Monitoring Program): view report
- **Submerged Aquatic Vegetation (SAV) Restoration Resources** (supported through the Goal Implementation Team Funding Program):
  - https://cbtrust.org/wp-content/uploads/17738-FR.pdf
  - https://cbtrust.org/wp-content/uploads/17738-FR-fact-sheet-2.pdf
  - https://cbtrust.org/wp-content/uploads/Pocket_Guide.pdf
  - https://cbtrust.org/wp-content/uploads/22551_SAV_BMP_Factsheet.pdf
- **Chesapeake Behavior Change, an online behavior change campaign database:** https://www.chesapeakebehaviorchange.org/
- **View Behavior Change Planning and Process Guidelines here:** https://cbtrust.org/wp-content/uploads/Guidelines-and-Information-for-Behavior-Change-Projects_8.6.24.pdf
- **Capacity Building Initiative Program:** https://cbtrust.org/grants/capacity-building/