



Healthy Environment, Healthy Communities

Curtis Bay and Surrounding Communities, and Patapsco and Back River Watersheds

Request for Proposals

Summer 2024



Maryland
Department of
the Environment



Chesapeake Bay Trust | 108 Severn Avenue, Annapolis, MD 21403
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Program Goals

Funding through this combined grant program will support environmental improvements and community engagement activities in the communities of the Patapsco and Back River Watersheds and the Curtis Bay and surrounding communities. This is the first year of the program, and the Request for Proposals (RFP) will be updated and adapted in each subsequent funding round to be responsive to any feedback received and continue to be supportive of evolving community needs and goals.

The funding sources of this program originate from environmental enforcement cases from a civil settlement between the Maryland Department of the Environment with Baltimore City for violations at the Patapsco and Back River Wastewater Treatment Plants (which will support projects throughout these watersheds) and a criminal enforcement case prosecuted by the Maryland Office of the Attorney General, Environmental and Natural Resources Unit against Curtis Bay Energy, L.P. (which will support projects in the Curtis Bay and surrounding communities).

Eligible Applicants and Project Locations

The Chesapeake Bay Trust (Trust) and our program partners welcome requests from the following applicants:

- 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, outreach/knowledge building, and/or behavior change projects. All applicants, particularly new applicants, are encouraged to contact the Trust for assistance.

In an effort to direct environmental enforcement penalties back into impacted communities, projects must occur in either:

- The Patapsco River watershed (including Gwynns Falls, Jones Falls, Baltimore Harbor, and the main stem of the Patapsco River) and the Back River watershed. Funding will be directed to projects in and around the sites of the Patapsco River and Back River Wastewater Treatment Plants, as well as throughout the two watersheds. **Applicants can confirm the watershed the project will be located in by using the Maryland Department of the Environment's Maryland 8-Digit**

At A Glance

Program Summary:

Funding through this grant program will support environmental improvements and community engagement activities in the Patapsco and Back River Watersheds and the Curtis Bay and surrounding communities.

Deadline:

Thursday, October 24, 2024, at 4:00 PM EST

Eligible Project Locations:

- 1) The Back River watershed in Baltimore County
- 2) The Patapsco River watershed (including Gwynns Falls, Jones Falls, Baltimore Harbor, and the main stem of the Patapsco River), which spans Baltimore City, Baltimore, Howard, Carroll, and Anne Arundel Counties.
- 3) The Curtis Bay and Surrounding Communities. Curtis Bay is located in Baltimore City, and surrounding communities may span portions of Baltimore and Anne Arundel Counties.

Total Amount Available:

Patapsco and Back River Watersheds: \$1.1 million available in Year 1, out of a total of up to \$1.9 million anticipated to be available through this funding opportunity.

Curtis Bay and surrounding communities: \$225,000 available in Year 1, out of a total of up to \$750,000 anticipated to be available through this funding opportunity.

Submit Your Application:

Follow the instructions online at <https://cbtrust.org/grants/healthy-environment-healthy-communities/>

Contact:

Patapsco and Back River Watersheds
Delaney Samons
410-974-2941 ext. 131
dsamons@cbtrust.org

Curtis Bay and Surrounding Communities
Kathy Somoza
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This Request for Proposals was released on 7/10/24

Watershed Map: <https://mde.maryland.gov/programs/water/tmdl/datacenter/pages/8digitwatershed.aspx>.

Contact the Trust with any questions regarding watershed location and eligibility.

- The Curtis Bay and surrounding communities, including Hawkins Point, Brooklyn, Brooklyn Park, and other South Baltimore communities.

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

Eligible Project Types

Applicants can request funds for a range of project types. Projects for the Curtis Bay and Surrounding Communities will seek to improve, protect and/or reduce risks to public health or the environment and to the extent practicable, specifically address matters related to solid waste management and watershed pollution.

Projects for the Patapsco and Back River Watersheds will seek to improve water quality and/or ecological function in the Patapsco estuary and/or upstream waters; Improve water quality and/or ecological function in the Back River and/or upstream waters; Reduce impacts from pollution in these waterways; Improve public education/transparency about water quality; and Provide mitigation or remediation benefits for harms to water quality and the aquatic environment.

Generally, requests will fall into one of the following project types:

- 1) Outreach, education, and engagement on environmental topics and natural resources in the community
- 2) Environmental action projects that improve the environment/natural resources in the community
- 3) Larger-Scale (>\$30,000) watershed/environmental restoration

Descriptions of these project types are provided below as guidance for the types of projects that will generally be supported by this funding opportunity. The Trust encourages projects that seek to accomplish multiple benefits, such as meeting community goals and improving environmental health. The Trust will consider funding elements of projects that may not have a primarily environmental purpose but that have an ultimate connection with or potential to improve natural resources. If you have a project idea that does not directly fit into the high-level categories but meets the broader goals of this grant program, contact Trust staff to discuss your idea before applying. The role of Trust staff is to guide applicants and provide input on project ideas to best prepare them for the review phase.

Ineligible project types include those involving or supporting advocacy against persons, businesses, or projects; political candidates or positions; or litigation.

1) Environmental 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 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.

Example projects include, but are not limited to:

- Projects that increase awareness of environmental health disparities, such as access to green spaces;
- Environmental workforce development and jobs training programs;

- Workshops, “Train the trainer” programs, and other knowledge-building initiatives promoting best practices for environmental stewardship, restoration, and protection of natural resources;
- Community science programs that support the collection of air quality, water quality, and/or other natural resource information and increase knowledge among audiences;
- Stream clean-ups and storm drain stenciling coupled with education efforts;
- Community clean-ups that include education on litter impacts;
- Art installations to increase awareness of environmental, especially water-related and/or air-related, issues;
- Projects that educate and get residents outdoors, which have been shown to improve human health; and
- Engagement of community members in the development of programs that change producer behavior to reduce litter (e.g., extended producer responsibility programming).

2) Environmental Improvement Action Projects

These small to medium-scale projects will aim to green recreational and communal spaces through tree plantings, rain gardens, rain barrels/cisterns, pervious pavement, and other practices. Note that many of these greening projects are also known as stormwater best management practices (BMPs) and/or green infrastructure practices. As envisioned in strategies such as the Baltimore Green Network Plan (<https://planning.baltimorecity.gov/green-network-plan>), vacant lots and barren streets can offer an opportunity to strengthen communities by bringing community members together to create and maintain community green space and walkable neighborhoods.

In the Curtis Bay and surrounding communities, projects that provide both environmental and public safety improvements, such as solar-powered street lighting or solar panel installations, will also be considered.

Example projects include, but are not limited to:

- Small to medium scale community greening projects such as trees, rain gardens, rain barrels, cisterns, pervious pavement, and/or native plantings that aim to improve water quality and reduce minor flooding for the community;
- Reclaiming vacant lots to install site appropriate stormwater BMPs with other greening and space activation elements, such as pollinator gardens or community gardens;
- Community gardens and urban farms; and
- Urban soil restoration.

3) Larger-Scale Watershed/Environmental Restoration Projects

Larger-Scale restoration projects will implement in-the-ground projects that benefit both the community and the quality of one or more natural resources (e.g., water quality, air quality, tree canopy, and habitat).

Projects must be appropriately sited and technically sound. Applicants are encouraged to rely on widely accepted stormwater management best management practices (BMP). Refer to the Maryland Department of the Environment Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated (November 2021) for the latest BMP guidance:

Project Locations

Environmental improvement action projects or large-scale restoration projects on public property, community-owned property, and/or property with conservation easements is preferred due to the ability to impact larger areas, increased visibility of the effort, higher chances for longer term sustainability, etc. Projects on private property may be considered under certain conditions (e.g., sites with extremely high restoration, engagement, or demonstration outcomes).

Additional Guidance

Inclusive involvement with the proposed priority audience is important. The highest ranked proposals will use participatory approaches by creating shared ownership and involving the priority audience in the design of the education, behavior change, restoration project, or combination thereof. This grant program strongly encourages partnerships with local community groups (e.g., schools, faith-based organizations, and nonprofits) that will leverage impact, broaden the base of support, and lead to the use, extension, or sustainability of the project beyond the end of the project’s grant period.

<https://mde.maryland.gov/programs/water/StormwaterManagementProgram/Documents/Final%20Determination%20Dox%20N5%202021/MS4%20Accounting%20Guidance%20FINAL%2011%2005%202021.pdf>).

Water quality benefits can be measured in cost (\$) of the project per impervious acre treated. For this grant program, the most competitive projects should request funding *at or below \$200,000 per impervious acre treated (grant funds requested, not overall cost)*. Restoration projects that exceed \$200,000 per impervious acre treated should include an explanation in the additional budget justification section.

Several stages of large-scale restoration work will be supported: designs (conceptual and final design); design and build projects; and projects where final designs exist, and funds are needed for implementation. All design-only applications and awards shall commit to planning for and demonstrating the ability to implement. **Preference will be given to projects that have completed the planning and design stages and are ready for the implementation stage.** Each project must have the defined goal of and a process that leads to the eventual successful implementation of “in the ground” projects.

Example projects include, but are not limited to:

- Stormwater practices such as bioretention cells or bioswales;
- Streamside forest buffers;
- Wetland creation, restoration, and enhancement;
- Living shorelines; and
- Stream restoration and fish passage projects.

Funding Availability and Maximum Request

This grant program anticipates funds available to support awards in this RFP as follows:

- ◆ ~ \$1.1 million for projects located in the Patapsco River and Back River watersheds (includes the Curtis Bay and surrounding communities) is available in Year 1. A total of up to \$1.9 million will be available through this funding opportunity. It is anticipated that at least \$600,000 will be awarded to projects in the Back River watershed and at least \$300,000 will be awarded to projects in the Patapsco River watershed (including Gwynns Falls, Jones Falls, Baltimore Harbor, and the main stem of the Patapsco River).
- ◆ ~ \$225,000 for projects located in Curtis Bay and Surrounding Communities is available in Year 1. A total of up to \$750,000 will be available through this funding opportunity.

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 crafting budgets.

Project Timeline

Environmental Outreach, Education, and Engagement and Environmental Improvement Action projects will typically be completed within 18 months upon receipt of the award. Larger-Scale Watershed/Environmental Restoration projects can take up to three years. Requests to extend the project period will be 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/healthy-environment-healthy-communities/> 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 program partners for use and distribution at the sole discretion of the program partners.

Application Deadline

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on Thursday, October 24, 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, and some are optional supporting documents which detail and describe the project. View [Appendix A](#) for more information on supporting documents. Provide as much information as you can for the reviewers, reach out to the Trust staff for help, and submit your application for funding consideration. 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 Employee Identification Number (EIN). 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 type (optional); 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. 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 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 link below to download the *required* narrative questions template. Complete all questions and upload the completed document as a Microsoft Word or PDF file.

[Narrative Questions Template](#)

Budget Tab:

1. **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/grants/applicant-resources-forms-policies/> where you can watch a video with instructions on how to complete the FMS.
2. **Financial Management Spreadsheet – Application Budget Information –** This online application component will ask you to enter budget category and request totals. These totals will be automatically calculated in the FMS Application Budget, so you will only need to copy and paste the values from the FMS to the Online Application.
3. **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.

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. Additionally, provide voluntary feedback on the application process.

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 Program 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.

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
Project Need		
Justification	<ul style="list-style-type: none"> Does the project address a relevant community and environmental need? Are the project need and the practices/methods proposed justified? Does the project build on or learn from previous efforts? Does the project support larger community and/or organizational goals? 	Scale of 1 to 15
Who is engaged in the project and who benefits from the project?		
Community Engagement	<ul style="list-style-type: none"> Will this project provide tangible benefits to people bearing a disproportionate percentage of pollution burdens? <ul style="list-style-type: none"> For residential (non-industrial) census tracts only: Is the audience engaged in or directly benefitting from the project located in a census tract with a 75% or higher Environmental Justice (EJ) score percentile, as identified in the Maryland Department of the Environment (MDE) EJ Screening Tool (https://mdewin64.mde.state.md.us/EJ/)? Projects that meet this criterion will receive at least 10 points for this section. <i>Note: Audiences engaged must be located in at least 50% land area cover of the identified census tract.</i> Is the lead applicant a member of the community impacted by the project? (e.g., an external non-profit doing work on land owned by another entity): <ul style="list-style-type: none"> Can the community carry the project forward after the grant ends and is a transfer of “ownership” built into the project design? Has the lead applicant committed to building transparency and sharing project outcomes with the community impacted by/involved in the project? 	Scale of 1 to 15
Partnerships	<ul style="list-style-type: none"> Are the selected partnerships appropriate? Are any partners missing that should be included? Does the applicant provide Letter(s) of Commitment from project partners who have a specific role in the project? View the Trust’s Letter of Commitment and Guidance Policy (https://cbtrust.org/forms-policies/). <p><u>Partnerships:</u> 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.</p>	Scale of 1 to 15
Project Success		
Impact	<ul style="list-style-type: none"> Will the project address equity/environmental injustice issues near the impacted area(s)? How substantial is the impact of the project on: water quality (nutrients, sediment, toxins, metals, trash, etc.), air quality, natural resources, and community needs? <u>Co-benefits:</u> Will the project result in tangible co-benefits including but not limited to flood risk reduction, urban heat reduction, and/or community health improvement through reduced exposure to pollution? Will this project support innovation (e.g., stimulating and/or catalyzing adoption of a new technology)? 	Scale of 1 to 15
Sustainability, Demonstration	<ul style="list-style-type: none"> Has the applicant addressed future project sustainability? 	Scale of 1 to 10

Value, and Transferability	<ul style="list-style-type: none"> • If the application is for a <u>outreach, education, and engagement project</u>, will the impacts of the work be felt after the grant period has ended? • <u>For Environmental Improvement or Larger-Scale Restoration projects</u>: <ul style="list-style-type: none"> ○ 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 and/or mitigation in the face of climate change? • Does the project have demonstration value and/or transferability? • Will the project further the understanding of topics supported by this grant program? • Can the project be used as a model or pilot for future efforts (i.e., will the project outcomes, materials, and lessons learned be shared to build collective capacity)? 	
Likelihood of Project Success	<ul style="list-style-type: none"> • Are methodologies and/or designs sound and consistent with best practices? • What is the likelihood of success (accomplishment of outcomes proposed)? • Has the applicant secured landowner permission (if necessary)? 	Scale of 1 to 10
Budget		
Cost Effectiveness / Budget	<ul style="list-style-type: none"> • Is the budget appropriate and cost effective? • Are the line items budgeted justified? • Are partners being resourced appropriately? 	Scale of 1 to 10
Priority Points		
Project Location	<p>For projects located in the Patapsco River watershed (including Gwynns Falls, Jones Falls, Baltimore Harbor, and the main stem of the Patapsco River), is the project located within Baltimore City limits?</p> <p>OR</p> <p>Is the project located in the Back River Watershed?</p> <p>OR</p> <p>Is the project located in the Curtis Bay and surrounding communities, including Hawkins Point, Brooklyn, Brooklyn Park, and other South Baltimore communities?</p>	0 or 10 points
Total Score Possible		100

Application Review Process

Each application is reviewed by a Technical Review Committee (TRC), composed of individuals who represent communities served by projects funded by this RFP, aided where necessary by experts in the fields supported 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 program 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 an application, the Trust provides historical application approval rates for the same or similar programs. Because this is the first year of the Healthy Environment, Healthy Communities Grant Program, we do not have information to share on the likelihood of being funded. However, the average approval rate from the last three rounds of the Outreach and Restoration Grant Program, which funds similar types of projects, was 45%, including both fully and partially funded applications. Please note that the Outreach and Restoration Grant Program is a large, statewide program; therefore, the average approval rate reflects the competitive nature of the program.

Awards and Notifications

The Fiscal Year (FY) 2025 Healthy Environment, Healthy Communities awards are anticipated to be announced March 2025.

All applicants will receive a letter stating the program 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). Additionally, projects awarded in the Curtis Bay and surrounding communities must commit to quarterly or other frequency of reporting out to the community members, as well as a final report out at project completion. Details will be discussed with awarded organizations during the project kick-off stage.

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.

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. The Trust 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 nonprofit organizations, schools, and public agencies throughout Maryland and the Chesapeake Bay watershed. The Trust was selected by the Maryland Office of the Attorney General (OAG) to administer funding from environmental enforcement cases for the Patapsco and Back River Watersheds and the Curtis Bay and surrounding communities.

Appendix A: Application Components Checklist

Complete all required and applicable fields in the online application. Upload the required and supporting 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
 - Upload a completed Financial Management Spreadsheet (FMS).
 - Complete the Application Budget in the online system (should match totals from the FMS).
 - Complete the additional budget justification narrative.

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

Required for all Projects
<p><u>Letter(s) of Commitment.</u> Document support for and of the project from collaborators who have committed to help with this project by adding letters of commitment. To better understand the Trust’s definition of Letter of Commitment, see the Letter of Commitment Guidance and Policy (source: this link is found under the “Other Important Documents and Forms” section on our Forms and Policies webpage: https://cbtrust.org/grants/applicant-resources-forms-policies/).</p>
Environmental Outreach, Education, and Engagement Projects – Provide as much information as you can
<ul style="list-style-type: none"> • 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.
Environmental Improvement Action Projects – Provide as much information as you can
<ul style="list-style-type: none"> • <u>Photo(s)</u> of the site. • <u>Site location/project design and/or plan</u> 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. <ul style="list-style-type: none"> ○ <u>Native plant list.</u> Funds may be requested for native plant species only. ○ <u>Native Plant Species Selection Guide</u> 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/). • <u>Landowner permission:</u> 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 <u>maintenance plan</u> for short-term (first growing season) and long-term (three 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. <ul style="list-style-type: none"> ○ <u>A maintenance template</u> 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/). • <u>Permits:</u> If permits or any other type of approvals 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
<p>Identify if your project is a category 1 or 2, then gather as much as you can of the information specified in the table below for that category and submit this information as part of your supporting documents.</p> <ul style="list-style-type: none"> • Category 1: 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 and rain garden projects
- impervious surface removal with replanting/stabilization of an area
- **Category 2: Complex Restoration Projects** (more than 5,000 square feet disturbed and/or more than 100 cubic yards of soil excavated). Note: Projects in this category will likely be subject to permitting requirements; refer to local planning and zoning and/or public works regulations for details.
 - Stormwater retrofit projects (conversions and structural changes)
 - Bioretention and rain garden projects over 5,000 square feet of disturbance and/or affecting surface flow from/to adjacent properties
 - Impervious surface removal and/or urban soil restoration with replanting/stabilization of area in which the total site disturbance is over 5,000 square feet, more than 100 cubic yards of soil, and/or affecting surface flow from/to adjacent properties
 - Living shorelines
 - Wetland and marsh enhancement/restoration/creation projects

Technical Information	Category	
	1	2
Site address and/or latitude and longitude coordinates	✓	✓
Site photos	✓	✓
Description of the stormwater best management practice (BMP) type(s), size(s), and impervious surface treated (in square feet)	✓	✓
Map showing project boundary	✓	✓
Map showing stormwater BMP location(s), type(s), and size(s)	✓	✓
Planting plan that shows the location of and list 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; the Trust typically funds native perennial plants at \$6 to \$8 each and trees and shrubs at \$25 to \$35 each. If requests differ from those amounts, justify in your application.	✓	✓
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 https://cbtrust.org/grants/applicant-resources-forms-policies/ .	✓	✓
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.	✓	✓
Two-foot topographic data, available from Maryland's Environmental Resources and Land Information Network (https://gisapps.dnr.state.md.us/MERLIN/index.html) or alternately from some municipality Geographic Information System (GIS) and planning offices.	✓	✓
Map showing the drainage area boundary and size and the percent impervious cover	✓	✓
Mapped utilities and roads	✓	✓
Map of the soil survey and <u>field confirmation of soil drainage class</u> . Use the USDA Natural Resources Conservation Service Web Soil Survey (https://websoilsurvey.nrcs.usda.gov/app/HomePage.htm)	✓	✓
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.)	✓	✓
Field survey of topography for existing conditions		✓
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		✓
Mean high water, full pool elevation, bankfull (as applicable to the project type)		✓