Outreach and Restoration
Grant Program
FY24 Request for Proposals

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 all our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River.

The [Outreach and Restoration Grant Program](#) aims to engage a diverse range of organizations, both with community-related missions and environmental-focused missions, to implement community-led stewardship efforts that will increase public understanding of environmental challenges and solutions; address community environmental health disparities, implement demonstration-scale, community-inspired, on-the-ground restoration projects; and expand the base of public support necessary to advance the restoration and protection of Maryland's bays, tributaries, and other natural resources.

All projects should meet one or both of the following goals:

a) Engage members of a specific audience in community sustainability and environmental health issues through knowledge building or behavior change efforts.
b) Accomplish on-the-ground restoration that will result in improvements to the health of a Maryland natural resource, either through water quality improvement or habitat enhancement.

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. For more information about the Trust's efforts to engage under-engaged groups, see our [2020-2025 Strategic Plan](#) and [Diversity and Inclusion Statement.](#)

> 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, younger 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 Program Officer Danielle Hamilton at dhamilton@cbtrust.org or 410-974-2941 x115.
>
> 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 grant program encourages outreach, community engagement activities, and on-the-ground restoration projects that increase knowledge, change behavior, and accelerate stewardship of natural resources.

Deadline
August 3, 2023, at 4:00 pm EDT

Eligible Project Locations
This grant program welcomes applications for projects in the state of Maryland.

Request Amounts
Applicants can request funds from one of the following tracks:
- Track 1: Outreach/Knowledge Building (up to $50,000)
- Track 2: Behavior Change (up to $75,000)
- Track 3: Restoration (up to $100,000)
- Track 4: Outreach and Restoration (up to $125,000)

Submit Your Application
Follow the instructions online at https://cbtrust.org/outreach-and-restoration/

Contact
Danielle Hamilton
(410) 974-2941 x115
dhamilton@cbtrust.org

Who Can Apply

Eligible Applicants

The Trust and our funding partners welcome requests from the following applicants:
- 501(c)3 Private Nonprofit Organizations
- Faith-based Organizations
- Community and Homeowners Associations
- Service, Youth, and Civic Groups
- Federal, State, Regional, County, and Municipal Public Agencies
- Soil/Water Conservation Districts & Resource Conservation and Development Councils
- Forestry Boards
- 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 restoration, outreach/knowledge building, and/or behavior change projects. All applicants, but particularly new applicants, are encouraged to contact the Trust for assistance.

Eligible Project Locations and Funding Availability

This grant program funds projects throughout the *entire* state of Maryland. Funding for this program comes from several different partners, each of whom are looking for projects within their specific locations and areas of focus. Funding partners are seeking projects in Charles County, the City of Baltimore, the City of Gaithersburg, the City of Rockville, the City of Salisbury, Harford County, Howard County, Queen Anne's County, southeast and southwest Baltimore County. See Appendix B for information about the locations, priorities, and amount of funds contributed by each funding partner.

In addition to these partners, the program has additional funds from the Trust which can support projects outside of the partner's areas of focus but must be located in the state of Maryland and meet the overall goals of this RFP. Overall, the Trust and our funding partners anticipate a total of $2.1 million in available funds in FY24 for projects in this grant program.

Eligible Project Types

Applicants can request funds from one of the following tracks. Within any track, the Trust encourages projects that address the interconnectedness between the health of the environment and human health. We seek projects that provide water or other natural resource benefits along with co-benefits for human communities such as improved air quality, access to greenspace, reduced flooding, mitigating urban heat island effect, etc.

If you have a project idea that does not directly fit into the tracks below but meets the broader goals of the Outreach and Restoration Grant Program, contact Trust staff to discuss your idea before applying.

Track 1: Outreach/Knowledge Building Projects (up to $50,000)

Knowledge building projects must measurably increase public understanding and engagement as it relates to the benefits, challenges and solutions to restoring Maryland's natural resources and community health. Projects should seek to increase knowledge within a priority audience, which can be described as a specific population of focus that is a clearly defined sub-segment of the general public, on a topic in which a basic level of knowledge has not yet been established.

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

Refer to Appendix C for more information and strategies on meaningful community engagement.

Example projects include, but are not limited to:

- Projects that increase awareness of environmental health disparities, such as access to healthy green space;
- Environmental workforce development and jobs training programs;
- Workshops promoting best practices for restoration and protection of natural resources;
- Community science programs that support the collection of air quality, water quality, or other natural resource data which will then be used to measurably increase knowledge among other audiences;
- Environmental knowledge-building events;
- "Train the trainer" programs;
- Activities such as stream clean ups and storm drain stenciling coupled with education efforts; and
- Environmental art installations designed to increase awareness of environmental, especially water-related, issues.

Track 2: Behavior Change Projects (up to $75,000)

Behavior change projects must measurably increase the adoption of environmentally responsible behaviors that aid in the restoration of Maryland's natural resources, especially when those efforts also address community health. Projects should focus on a specific desired change in behavior within a priority audience (i.e., what do you want people to do differently?) and must be based on an understanding of audience knowledge, attitudes, and practices. This understanding should be derived from audience research and engagement of audience representatives in the design of the program.

There are three different options for Track 2 Behavior Change projects depending on what stage of the project you are in.

Does your project work specifically with youth?

Applicants interested in projects focused on education and youth engagement for Pre-K-12 aged students should consider our Youth Environmental Education Grant Program and Environmental Education Grant Program.

Details on other award programs through the Trust can be found at https://cbtrust.org/grants/.

Project Design Support

Technical service providers can provide up to 2 hours of pro bono services in support of Behavior Change project development and design.
Please contact either Jen Dindinger (Jdinding@umd.edu) or Amanda Rocker (arockler@umd.edu) for more information.

CHESAPEAKE BEHAVIOR CHANGE

The Chesapeake Behavior Change website is also a great tool that can be used, for free, to help design a behavior change campaign.

1. **Behavior change research:** Empirical research designed to answer key questions relating to behavior change challenges that impact water quality. Research applications must seek to meaningfully share the outcomes of proposed research with regional practitioners.
2. **Behavior Change Project Planning:** Behavior change plan development including barrier and benefit research, positioning statement, marketing mix, evaluation plan development, and project implementation planning.
3. **Behavior Change Project Implementation:** Piloting and implementation of a previously developed behavior change plan.

Behavior change plan development or implementation of an existing plan must follow the behavior change campaign planning process outlined in the Narrative Questions section of the application. Projects must propose to either develop or implement a robust evaluation plan including follow-up after program implementation. The most competitive applications will demonstrate collaboration with the priority audience to better understand the audience's knowledge, attitudes, and practices; this should include a baseline measurement of behavior. Applicants seeking support for contractual services for a behavior change project should procure the services of a firm with specific experience in social marketing. For a list of behavior change service providers contact the Trust.

Example project ideas include, but are not limited to:
- Engaging community members in the development of programs that change producer behavior to reduce litter (i.e. extended producer responsibility programming)
- Native only nurseries campaign (stop selling non-natives);
- Pet waste campaigns;
- Litter reduction campaigns;
- Rain barrel installation and use campaigns;
- Fertilizer reduction campaigns;
- Proper disposal of fats, oils and grease campaigns; and
- Septic system maintenance campaigns.

Track 3: Restoration Projects (up to $100,000)

Restoration projects must implement on-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 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.

For practices that are relatively new or not approved by MDE, the background of and justification for use of the practice must be provided.

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*

Not sure if your project should be Track 1 or Track 2?

Track 1 aims to increase knowledge on a topic where that knowledge is not already established. Increasing knowledge and awareness can be the first step to changing behavior for topics where there is no previous knowledge.

If there is already a general level of knowledge on the topic (e.g. why its harmful to litter), then consider a Track 2 Behavior Change project. Projects on this track should go beyond just increasing knowledge, and work to reduce barriers and provide support for adopting the desired behavior.

In general, changing the behavior of a priority audience has more tangible impacts on environmental health and community wellbeing, and these projects are encouraged. If you are unsure what track you should apply for or would like to take your outreach/education idea and transform it into a Behavior Change project, please reach out to the Trust for support developing your Behavior Change Campaign Plan.

requested, not overall cost). Restoration projects that exceed $200,000 per impervious acre treated should include an explanation in your additional budget justification section.

The Trust acknowledges that some design modifications, permitting, and/or pre-construction management support may be required as part of Restoration Track projects and that amount should be less than $10,000 of the total request. **The most competitive applications will have design plans completed and already submitted for permitting or design ready to be submitted for permitting (see [Appendix D](#) for definition of "complete").** If projects need greater than $10,000 for design or permitting, these projects should be submitted through an alternative grant program that funds planning and design offered by the Trust called the [Watershed Assistance Grant Program.](#)

Example projects include, but are not limited to:
- Stormwater best management practices (BMPs) such as rain gardens, bioretention, living shorelines, pervious pavement, cisterns, or rain barrels that improve water quality and reducing flooding burden for the community;
- Tree planting and reforestation projects for urban, suburban, or rural areas that improve both environmental and human health;
- Streamside forest buffers;
- Urban soil restoration;
- Sustainable landscaping;
- Reclaiming vacant lots to install site appropriate stormwater BMPs with other greening and space activation elements;
- Wetland creation, restoration, and enhancement;
- Installation of agriculture best management practices, including wetlands, buffers, and excluding livestock from streams; and
- Small-scale stream restoration and fish passage projects.

Track 4: Outreach and Restoration Projects (up to $125,000)

Outreach and restoration projects must combine elements from Track 1 and Track 3 above to achieve increased meaningful and measurable outcomes. Applicants should describe how the restoration components of the project will be leveraged for demonstration and education to measurably build knowledge within the community engaged as it relates to the challenges and solutions to restore Maryland's natural resources/community health and engage people in on-the-ground community-based projects (e.g., use a rain garden restoration project as a tool for education to the priority audience).

The amount of work and funds dedicated to restoration activities versus outreach activities should be roughly proportional to the budget caps for those individual tracks. In general, outreach activities should constitute **at least** 15% of the overall budget.

Project Locations

The Trust prefers to fund projects in this track on public property, property owned by nonprofit organizations, community-owned property, and/or property with conservation easements. Projects on private property may be considered under certain conditions (e.g., sites with extremely high restoration, engagement, or demonstration outcomes).

Projects on School Property:

Stormwater BMPs proposed on school property that restore habitat, improve water quality, and establish outdoor classrooms on school grounds should contribute to Maryland Green School certification efforts, should be integrated into classroom curriculum, and must have a plan for continued use of the project.

Additional Guidance for All Tracks

Inclusive involvement with the proposed priority audience is important. The highest ranked proposals will exercise participatory approaches by creating shared ownership and involving the priority audience in the design of the education, behavior change, or 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 extension, use, or knowledge of the project beyond the end of the project period.

Project Timeline

Projects must be completed within one to two years upon receipt of the award. Project timelines that exceed 18 months must be justified in the project narrative component of the application. Requests to extend the project completion period will be reviewed and considered on a case-by-case basis.

How to Apply

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/outreach-and-restoration 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 in our online system. If you have applied in the past, sign in with your email address and password. If you have forgotten your password, click on "Forgot Password" to reset your password. If you have not used our online system before, click on "New Applicant" and follow the instructions.

By submitting an application, 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 a related offense by any government agency 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 EDT on August 3, 2023**. Late applications will not be accepted, and the online funding opportunity will close automatically and promptly at 4:00 PM EDT. Applicants are strongly encouraged to submit at least a few days prior to the deadline given the potential for high website traffic on the due date. The Trust cannot guarantee availability of technical assistance for our online system on the deadline date.

Online Application Form

You will be asked to provide the following information in the online application form. Refer to the online application for details.

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

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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 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. 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.

Eligibility Quiz: This three-question quiz is meant to assist you in determining if your project meets the requirements of this award program and that your staff/organizational structure best supports a successful application.

Applicant Information Tab: Provide the organization's name, mailing address, phone number, organization type, mission, EIN number, and DUNS number. Provide the Executive Officer and Project Leader's name, title, address, phone, and email address.

- Both an Executive Officer and a Project Leader, two separate individuals, must be identified for all applications.
- The Executive Officer and Project Leader must both be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application.
- 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 track; 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: Provide a project start date, project end date, and project timeline that includes major tasks and their associated start and end dates.

Deliverables Tab: Provide estimated metrics for your proposed project such as project participants and outreach and restoration outputs.

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

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

Applicants are encouraged to upload a letter of commitment for the project from each partner describing in detail the partner's role or contribution to the project. Applications including strong letter(s) of commitment often receive higher scores. If not submitted with the application, letter(s) of commitment may be required prior to the release of any awarded funding. For guidance on this, see the Trust's [Letter of Commitment and Guidance Policy](#).

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](#)

[Track 4 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 to which you are applying.

Demographics Tab (optional): Provide voluntary demographic information. Provide information about your organization's current diversity, equity, inclusion, and justice (DEIJ) efforts and future goals.

Evaluation Criteria

The following criteria will be used by external technical expert reviewers to evaluate applications.

Scoring Criteria	Description and Scoring Guidance	Scoring
Completeness of Application		
Application Components	Are all required application components included?	Scale of 1 to 5
Project Goals		
Consistency with Request for Proposals (RFP)	Do the project goals align with the goals of the RFP? Is the project proposed consistent with the intent of the track selected (Outreach/Knowledge Building, Behavior Change, Restoration, or Outreach and Restoration)?	Scale of 1 to 15
Why the Project is Needed		
Justification	Does the applicant justify the need for the project and the practices proposed? Does the proposed project support broader goals of the organization and/or other existing community efforts? Does the project build on or learn from previous efforts? Does the project address a relevant environmental and community need?	Scale of 1 to 15
Who is Engaged		
Priority Audience	Based on applicant provided information, is the audience being engaged in the project, or the community served by the project, identified as historically under-engaged or under-served through indicators such as, but not limited to, communities that were at any point historically redlined or graded as "hazardous" by the Home Owners' loan corporation, socioeconomic status (communities in which median household income is equal to or less than 75% of state-wide median household income or have high poverty and unemployment rates (https://www.census.gov)), or other relevant characteristics as identified in the MD EJScreen Tool.	Scale of 1 to 5
Partnerships	Are the selected partnerships appropriate? Are any partners missing that should be included? Partnerships can be defined as stakeholders or representatives from the priority audience or organizations and people who have committed to a specific role or resource to the project. If the lead applicant is not a member of the community impacted by the project (e.g., an external non-profit doing work on land owned by another entity), does the	Scale of 1 to 10

	community have the ability to carry the project forward and is a transfer of "ownership" built into the project design? Does the applicant provide letter(s) of commitment from project partners? View the Trust's Letter of Commitment and Guidance Policy (https://cbtrust.org/forms-policies/).	
Project Plan		
Likelihood of Project Success	What is the likelihood of success if this project is funded? Success should be defined as the accomplishment of outcomes proposed. Has the applicant procured landowner permission (if necessary)? Are methodologies and/or designs sound and consistent with best practices?	Scale of 1 to 20
Impact		
Impact	How substantial is the impact of the project on: water quality, natural resources, community needs? Will the project address equity/environmental injustice issues locally? Is the applicant adequately measuring the project impacts?	Scale of 1 to 5
Sustainability	Has the applicant addressed future project sustainability? If the application is for a knowledge building or behavior change project, will the impacts of the work be felt after the grant period has ended? For restoration projects, will the project be well-maintained and continue to function as designed to provide habitat and water quality benefits?	Scale of 1 to 5
Demonstration Value and Transferability	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)?	Scale of 1 to 5
Budget		
Cost Effectiveness / Budget	Is the budget appropriate and cost effective? Are the line items budgeted (e.g., personnel costs) justified in the application? Are partners being resourced appropriately?	Scale of 1 to 15
	Total Score Possible	**100**

What Happens Next

Application Review Process

Each application is reviewed by a Technical Review Committee (TRC), composed of individuals who are subject matter experts in the fields supported by this RFP and represent communities engaged by projects funded by this RFP. The TRC ranks and scores all applications based on the criteria listed in the "Evaluation Criteria" section and meets to discuss the application merits. The TRC then recommends a suite of applications for awards and declines 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 applying, the Trust provides historical application approval rates for the same or similar programs. The average approval rate from the last four rounds in this grant program is 46%, including both fully and partially-funded applications.

Awards and Notifications

The FY24 Outreach and Restoration Grant Program awards will be announced in December 2023.

All applicants will receive a letter via email stating the funding 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 award contingencies, including upload of the signed award agreement. Ten percent of the total award will be held until the final report is submitted and approved. In cases where the awardee fails to submit a status report, progress report, or final report by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

When the project is complete, awardees are required to complete final reports that may include, but are not limited to, submission of all receipts for supplies, invoices for subcontractors/contractors, and copies of timesheets for personnel time used (timesheets must include date, name, time worked per day, and coding to tie the time worked to the award). All financial back-up documentation from the awardee must be grouped and numbered to correspond to the budget line item reported as spent. <u>Organizations with outstanding final, progress, or status reports will not be awarded additional grants</u>.

Appendix A: Application Components Checklist

Complete all fields in the online application:
- Eligibility quiz
- Applicant Information tab
- Project Information tab
- Timeline tab
- Deliverables tab
- Volunteers tab
- Project Partnerships tab
    - Upload letters of support if applicable
- Narrative and Supporting Documents tab.
    - Upload a Project Narrative:
        - Use the downloadable Narrative Template that corresponds to the track you are applying for.
        - Complete all questions.
    - Upload supporting documents:
        - If applying to track 3 or 4, see Appendix D for information on what supporting documents are required.
- 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.

Appendix B: Funding Partner Priorities

As part of this grant program, the Trust partners with BGE an Exelon Company, Charles County, the City of Baltimore Department of Public Works, the City of Gaithersburg, the City of Rockville, the City of Salisbury, Harford County, Howard County, the Maryland Department of Transportation Maryland Port Administration, Queen Anne's County, and Tradepoint Atlantic to support projects that increase knowledge and stewardship of natural resources and on-the-ground restoration activities that involve residents to improve water quality within their jurisdiction. This Appendix provides project types, priorities, and project examples that are of particular interest to funding partners.

Reminder: This grant program funds projects throughout the entire state of Maryland. Projects that meet the goals of the project types supported by this RFP are eligible and not limited to the examples provided below.

BGE an Exelon Company

Geographic Locations: Anywhere in the state of Maryland.

Estimated Funding Available: $58,800

Funding Partner Priorities/Preferred Project Types:

BGE is looking to support Environmental Justice projects:

- Environmental Justice projects acknowledge that environmental issues (like air pollution, litter, lack of greenspace) also have human health impacts, and those impacts are disproportionately felt by marginalized communities.
- There are a lot of dimensions to what defines a marginalized community, including indicators such as, but not limited to, communities that were at any point historically redlined or graded as "hazardous" by the Home Owners' loan corporation, socioeconomic status (communities in which median household income is equal to or less than 75% of state-wide median household income or have high poverty and unemployment rates (https://www.census.gov), or other relevant characteristics as identified in the MD EJScreen Tool
- These projects should aim to address environmental issues that also improve the health of under-engaged communities.

Baltimore City Department of Public Works

Geographic Locations: Within City of Baltimore limits.

Estimated Funding Available: $190,000

Funding Partner Priorities/Preferred Project Types:

The City of Baltimore is looking for projects that include, but are not limited to:

- Installation of stormwater best management practices and restoration projects, such as bioretention cells, bioswales, rain gardens, tree planting, rain barrels, and other low impact development techniques.
- Outreach and education programs to assist residents in installing stormwater practices at their homes such rain gardens, downspout disconnect, rain barrels, and tree plantings.
- Programs that educate residents and non-profits about maintenance of existing stormwater best management practices.
- Stormwater management education and knowledge-building programs that focus on specific audiences, including but not limited to faith-based communities, communities where residents speak languages other than English, and communities identified in Baltimore City's Watershed Assessments; and green workforce development. See https://publicworks.baltimorecity.gov/regulatory-mandates-plans-and-reports.

Other Requirements:

- For stormwater restoration projects, the City of Baltimore DPW requires that projects in Category 3 receive stormwater management and erosion and sediment control approval. It is recommended that projects have received, at a minimum, approval at the 60% review phase.

- If a Category 2 project is funded by Baltimore City DPW, the applicant will be required to submit plans for a cursory stormwater management review to ensure that projects installed in communities are designed to a standard of quality where they will function safely and effectively.

Charles County

Geographic Locations: Within Charles County limits.
- Projects outside the Town limits of the Towns of Indian Head and La Plata will be prioritized. These towns operate under a separate Municipal Separate Storm Sewer System (MS4) permit and pay a separate stormwater fee.

Estimated Funding Available: $48,500

Funding Partner Priorities/Preferred Project Types

Charles County is looking for projects that include, but are not limited to:
- Programs that educate commercial businesses about, and encourage action on:
  - dumpster maintenance and best practices;
  - care and maintenance of porous pavement;
  - appropriate use of road salt and other deicers.
- Installation of stormwater best management practices and restoration projects such as tree plantings, rain gardens, meadow plantings, urban soil restoration, and other low impact development techniques.
- Programs that educate residents about, and encourage action on:
  - the negative impacts of litter and engages residents in litter and stream clean-ups;
  - maintenance of existing stormwater best management practices (structural and nonstructural);
  - care and maintenance of porous pavement in residential areas;
  - appropriate use of road salt and other deicers.

City of Gaithersburg

Geographic Locations: Within City of Gaithersburg limits.

Estimated Funding Available: $190,000

Funding Partner Priorities/Preferred Project Types:

The City of Gaithersburg is looking for projects that include, but are not limited to:
- Installation of stormwater best management practices and restoration projects on Homeowner Association, Condominium Association, and faith-based organization properties.
- Low maintenance native plantings and bay-friendly meadow landscapes.
- Environmental art installations and activities focused on healthy watersheds and water heritage.
- Programs that educate residents about:
  - appropriate use of road salt and associated impacts on environmental and human health;
  - the impacts of litter on environmental and human health and engages residents in litter and stream clean-ups;
  - the impacts of illicit discharges on environmental and human health and engages residents in stream health monitoring;
  - environmental topics (e.g., stormwater and water quality) with a diversity, equity, inclusion, and justice lens.
- Behavior change program development to promote environmentally responsible communities.
- Applications from non-environmental organizations.
- New, innovative, or cutting edge projects.

If awarded, the City requires awardees to:
- Provide frequent communication regarding public events related to your project so that the City can help promote the event and perhaps attend or support the event in other ways.
- Create either a one-page flyer or fact sheet or a short (< 2 minute) video that showcases your project. These items do not need to be professionally produced but should be a final product that can be shared through social

media and other platforms. <u>Be sure to incorporate this component into your project and budget</u>. These products help the City promote the important work supported by this grant program.

- o Example ideas include:
  - ▪ a flyer for an event or activity related to the project;
  - ▪ a fact sheet that provides a summary of the project;
  - ▪ a video recording in-the-field where you describe the project and show what is happening (e.g., a workshop, a planting event, a stream cleanup, etc.);
  - ▪ a video recording of a slideshow presentation with text/photos.

City of Rockville

Geographic Locations: Within City of Rockville limits.

Estimated Funding Available: $142,500

Funding Partner Priorities/Preferred Project Types:

The City of Rockville is looking for projects that include but are not limited to:

- Installation of stormwater best management practices such as permeable pavers or pavement, rain gardens, bioretentions, cisterns, green roofs, and other low impact development techniques on Homeowner Association, Condominium Association, and faith-based organization properties.
- Tree planting projects on public or private property, particularly those in or adjacent to stream valleys, forest preserves, and existing forest habitat.
- Engaging commercial businesses in stormwater best management and pollution prevention practices and projects.
- Installation or restoration of sustainable native landscaping such as low maintenance meadows, conservation landscapes, and bay friendly gardens, particularly those that will provide pollinator and wildlife habitat and/or are replacing impermeable surfaces (i.e., pavement), turf or non-native invasive plants.
- Projects aimed at implementing nature-based solutions to mitigate the effects of climate change and build resiliency, especially new and innovative solutions.
- Projects that assist or benefit underserved communities and help broaden community access to stormwater incentives and projects.
- Projects are encouraged to include an outreach component, such as:
  - o Educating and/or engaging residents about reducing stormwater water pollution (winter salt use, pesticides, fertilizers, pet waste), sustainable landscaping practices, non-native invasive species, native wildlife habitat or litter reduction.
  - o Educating and/or engaging businesses about reducing stormwater pollution such as appropriate use of road salt and other deicers, reducing fertilizer and pesticide use, dumpster maintenance and best practices, good housekeeping, etc.
  - o Educating and/or engaging the community in environmental or sustainability topics through a diversity, equity, inclusion, and justice lens

City of Salisbury

Geographic Locations: Within City of Salisbury limits.

Estimated Funding Available: $95,000

Funding Partner Priorities/Preferred Project Types:

The City of Salisbury is looking for projects that include, but are not limited to:

- Installation of stormwater best management practices and restoration projects.
- Education programs that incorporate an in-the-ground restoration project for demonstrations.
- Tree plantings on public and private property as recommended in the City's Tree Canopy Study. Example sites include:

- o Neighborhoods with low tree canopy such as River Place, Williams Landing, and Parkview Apartments (see Figure 4 and Table 4 of the Study for more information).
  - o Additional emphasis will be placed on plantings that have a high Social Vulnerability Index ("SVI") and are in low canopy areas.
- Field outreach to provide technical assistance and materials to residents about sustainable landscaping practices. Areas of interest include:
  - o Pollinator and meadow habitat;
  - o Invasive species identification and management;
  - o Composting.

Harford County

Geographic Locations: Within Harford County limits.

Estimated Funding Available: $190,000

Funding Partner Priorities/Preferred Project Types:

Harford County is looking for projects that include, but are not limited to:
- Installing restoration projects cells on Homeowner Association, Condominium Association, and faith-based organization properties including:
  - o rain gardens;
  - o tree plantings;
  - o meadow plantings;
  - o conservation landscaping.
- Educating community residents about natural resources and stormwater improvement practices, including:
  - o appropriate use of road salt;
  - o down spout disconnection or rain barrels,
  - o proper pet waste management,
  - o Increasing native plants in the landscape
- Communicating environmental messages that promote water quality improvement efforts.
- Promoting environmentally responsible communities through behavior change program development.
- Supporting the formation or capacity-building of organizations who want to promote watershed health.
- Developing job training programs for landscape maintenance.

Howard County

Geographic Locations: Within Howard County limits

Estimated Funding Available: 171,381

Funding Partner Priorities/Preferred Project Types:

Howard County is looking for projects that include, but are not limited to:
- Installing restoration projects such as rain gardens, rain barrels, and bio-retention cells.
- Maintenance of existing stormwater best management practices.
- Planting trees and removing invasive plants particularly in or adjacent to the Green Infrastructure Network (GIN) (https://livegreenhoward.com/land/green-infrastructure-network/).
- Implementing meadow and/or other turf alternatives plantings that encourage native plants and/or pollinator activities, sustainable landscaping.
- Educating community residents about natural resources and stormwater improvement practices, like rain barrels, proper pet waste management, rain gardens, tree planting, pervious pavement, etc. through demonstration projects or knowledge building activities.
- Educating community residents about reducing the use of pesticides and winter salt.
- Providing education and outreach to residents about the GIN.
- Implementing educational stream cleanup projects.

- Projects aimed at mitigating climate change, implementing nature-based solutions, and focused on resilience, especially new and innovative solutions.

If awarded, the County requires awardees to:

- Provide frequent communication regarding public events related to your project so that the County can help promote the event and perhaps attend or support the event in other ways.
- Produce a short (< 2 minute) video that showcases your project. The video does not need to be professionally produced but should be a final product that can be shared through social media and other platforms. <u>Be sure to incorporate this component into your project and budget</u>. These videos help the County promote the important work supported by this grant program.

  For example, this video at https://vimeo.com/548092845 provides a year-in-review for the Patapsco Heritage Greenway's Patapsco Clean Stream project in Elkridge, Maryland. This video was created using Adobe Spark (https://spark.adobe.com/sp/), a free online and mobile design app with user-friendly templates and tools to create graphics, videos, and more.

  Other example video ideas include:
    - in-the-field footage where you describe the project and show what is happening (e.g., a workshop, a planting event, a stream cleanup, etc.);
    - a recorded slideshow presentation with text/photos.

Maryland Department of Transportation, Maryland Port Administration

Geographic Locations: In general, within the City of Baltimore, southeast and southwest Baltimore County, and Anne Arundel County north of Route 100.

Estimated Funding Available: $314,200

Funding Partner Priorities/Preferred Project Types:

In order to satisfy MDOT MPA's Critical Area mitigation requirements arising from MDOT MPA's development activities in the Critical Area, MDOT MPA is looking for projects that include, but are not limited to:

- Restoration projects such as rain gardens, conservation landscaping, and tree plantings.
- Community gardens.
- Pollinator gardens.
- Protecting open space.
- Converting vacant lots to green space.
- Projects to address the impacts of climate change, especially through the use of nature-based solutions.
- Outreach and engagement with hands-on habitat and/or water quality components.

Queen Anne's County

Geographic Locations: Within Queen Anne's County limits.

- Specifically seeking projects on Kent Island

Estimated Funding Available: $28,500

Funding Partner Priorities/Preferred Project Types:

Queen Anne's County is looking for projects that include, but are not limited to:

- Technical Research which includes monitoring equipment installation to assess the performance of existing public and private BMPs, with preference given to studying the effects of saltwater intrusion on submerged gravel wetlands. (Those with school owned BMPs or otherwise engaging youth or students are highly encouraged to apply).
- Education and Outreach for maintenance of stormwater BMP's. Establish web pages or web document access preferred.
- Installation of stormwater best management practices and restoration projects such as tree plantings, rain gardens, meadow plantings, and other low impact development techniques, especially when they support demonstration and education for the community. (Those with school owned BMPs or otherwise engaging youth or students are highly encouraged to apply).

- Installation of, and education about, stormwater best management practices that are practical and desirable to homeowners and encourage adoption and maintenance.
- Working with the County government on assessing existing Kent Island watershed plans and identifying gaps and opportunities.

Tradepoint Atlantic

Geographic Locations: Within a 10-mile radius of the Sparrows Point Peninsula or any portion of the Back River, Bear Creek, or Jones Creek watersheds. Example communities include, but are not limited to, Curtis Bay, Waters Edge, Turners Station, Dundalk, Eastern Parts of the City.

Estimated Funding Available: $48,500

Funding Partner Priorities/Preferred Project Types:

Tradepoint Atlantic is looking for projects that include, but are not limited to:
- Litter clean up and prevention.
- Litter awareness campaigns.
- Native planting projects.
- Tree planting projects.
- Garden projects (e.g., pollinator gardens).
- Stormwater management projects (e.g., rain gardens and bioswales).

Appendix C: Community Outreach and Engagement Guidance for Outreach/Knowledge Building and Behavior Change Projects (Track 1, 2, and 4)

The common starting place of project development includes defining an issue and selecting a priority audience impacted by that issue. Most importantly, the audience selected should be considered a key partner in the development and/or refinement of solutions and program offerings.

While different forms of community research and engagement models exist, and each have varying levels of transactional (short term exchange) or relational approaches (relationship building for long-term work), the Trust encourages applicants to maximize audience input into program design.

Community-based participatory research (CBPR) is an example of a relational model that "… equitably involves all partners in the research process and recognizes the unique strengths that each brings. CBPR begins with a research topic of importance to the community with the aim of combining knowledge and action for social change" (Minkler, Wallerstein & Wilson, 2008). CBPR involves a co-creative approach and mutual ownership of research and program design by communities affected by the issue of focus.

Outreach and Behavior Change projects should strive to integrate as many principles of CBPR as possible and are encouraged to incorporate at least 3 of the following principles which should be present in your responses to the narrative questions (i.e., a separate document is not necessary to address these principles).

Principles for Community-Based Participatory Research - Effective, authentic CBPR aspires to the following qualities:
1. Recognizes community as a unit of identity: An emphasis is placed on the importance of using the community's identity, as a starting point. (Israel et. al. 1998)
2. Builds on strengths and resources within the community. (Israel et. al. 1998)
3. Facilitates a collaborative, equitable partnership in all phases of research and program design, involving an empowering and power-sharing process that considers social inequalities. (Israel et. al. 1998)
4. Fosters co-learning and capacity building (a process by which participants improve and obtain knowledge, skills, and resources) among all partners. (Israel et. al. 1998)
5. Integrates and achieves a balance between partners for the mutual benefit of all involved.
6. Focuses on the local relevance of public and environmental health problems. (Israel et. al. 1998)
7. Involves a cyclical and iterative process for each stage of the program, as necessary to ensure that all voices are captured, and that program execution is based on partner feedback. (Israel et. al. 1998)
8. Disseminates results to all partners and involves them in the wider dissemination of results. (Israel et. al. 1998)
9. Involves a long-term process through adequate investment of time and resources and commitment to sustainability. (Israel et. al. 1998)
10. Openly addresses issues of race, ethnicity, racism, social class, and other relevant community and partner identities, and embodies "cultural humility." Cultural humility is a practice of self-reflection on how one's own background and expectations impact interactions between project partners and priority audience members. (Minkler, Wallerstein & Wilson, 2008)

Israel, B. A., Schulz, A. J., Parker, E. A., & Becker, A. B. (1998). Review of community-based research: assessing partnership approaches to improve public health. *Annual review of public health*, *19*(1), 173-202.

Minkler, M., Wallerstein, N., & Wilson, N. (2008). Improving health through community organization and community building. *K. Glanz, BK Rimer, K. Viswanath, Health behavior and health education. theory, research, and practice*, 37-58.

Appendix D: Restoration Project Design Guidelines and Information to Gather and Submit with Your Application (Track 3 and Track 4)

Applicants submitting proposals for Track 3: Restoration and Track 4: Outreach and Restoration should submit as much information as possible to demonstrate to reviewers what you plan to do, how far you are in the process, and how likely it is that your project will succeed. This Appendix recommends what should be included in your project design that is submitted as part of your application. For this RFP, restoration practices are broadly grouped into the following three categories:

- **Category 1: Projects with Minimal Ground Disturbance** (less than 5,000 square feet disturbed and/or less than 100 cubic yards of soil excavated.
    - o reforestation, afforestation, and street tree projects,
    - o rain barrel and rain storage projects,
    - o reclaiming vacant lots to install site appropriate stormwater BMPs,
    - o invasive species removals,
    - o wetland plantings and buffer plantings,
    - o conservation landscaping
- **Category 2: Small-Scale Restoration Projects with Minor Ground Disturbance** (less than 5,000 square feet disturbed and/or less than 100 cubic yards of soil excavated.
    - o bioretention and rain garden projects
    - o impervious surface removal with replanting/stabilization of an area
- **Category 3: Complex Restoration Projects** (more than 5,000 square feet disturbed and/or more than 100 cubic yards of soil excavated)
    - o <u>Projects in this category will likely be subject to permitting requirements</u>; refer to local planning and zoning and/or public works regulations for details
    - o Stormwater retrofit projects (conversions and structural changes)
    - o Bioretention and rain garden projects over 5,000 square feet of disturbance and/or affecting surface flow from/to adjacent properties
    - o 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
    - o Living shorelines
    - o Wetland and marsh enhancement/restoration/creation projects

Identify if your project is a category 1, 2, or 3, then gather as much of the information specified in the table below for that category and submit this in response to the narrative question D#5.

Technical Information	Category		
	1	2	3
Site address and/or latitude and longitude coordinates	✓	✓	✓
Site photos	✓	✓	✓
Description of the stormwater BMP type(s), size(s), and impervious surface treated (in square feet)	✓	✓	✓
Map showing 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/additional-resources/.	✓	✓	✓
Landowner letter of commitment for projects planned on properties other than your own. The letter must state that permission has been granted from the entity owning the land on which the project will be completed and commits to preserve and maintain the project. See the Trust's Letter of Commitment and Guidance Policy at (https://cbtrust.org/forms-policies/).	✓	✓	✓
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 county 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 field confirmation of soil drainage class. 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)			✓