



# Chesapeake Bay Trust - Prince George's County Stormwater Stewardship Grant Program Application Package

[www.chesapeakebaytrust.org](http://www.chesapeakebaytrust.org) / 410-974-2941

## AT A GLANCE

The Stormwater Stewardship Grant Program encourages on-the-ground restoration activities that improve communities, improve water quality, and engage Prince George's County residents in the restoration and protection of the local rivers and streams of Prince George's County.

### ***In this Application Package:***

Program Overview and Application Instructions (pp 9-13)

**Appendix A:** New Applicant Guidance

**Appendix B:** Design Guidelines

### ***Deadline:***

September 27, 2018, at 4 pm

### ***Grant Requests for:***

- Water quality projects (track 1) for \$50,000 to \$200,000
- Tree planting projects (track 2) for \$50,000 to \$150,000

### ***Implementation Project Location:***

Prince George's County, Maryland, excluding the City of Bowie

***Submit Your Application by following the instructions at:***

<https://cbtrust.org/prince-georges-stormwater-stewardship-2/>

***Help is available!*** Contact Sadie Drescher at [sdrescher@cbtrust.org](mailto:sdrescher@cbtrust.org)



## Introduction

The Prince George's County Government and the Chesapeake Bay Trust (Trust) offer an opportunity to a diverse array of organizations, both those with community-related missions and those with primarily environmental missions, to support projects throughout Prince George's County that aid the community while treating and controlling stormwater. The goal of this program is to improve communities, improve water quality in the County's waterways, and engage County residents in stormwater solutions.

## Goals of the Program

Funding partners seek projects that improve aesthetics of communities and treat the stormwater runoff that comes from various types of properties, resulting in less of a negative impact of this runoff on the County's local streams, rivers, and other natural resources in areas where community residents live and recreate. Projects must accomplish on-the-ground restoration to result in improvements in water quality and watershed health (reduction in loads of nitrogen, phosphorous, and/or sediment).

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

## Local Jobs and the Community

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

Grant applicants are encouraged to coordinate with the County's [Supplier Development and Diversity Division](#) for County based certified small business use in connection with the implementation of proposed grant projects. County-based business and County-based small business certification under CB-74-2016 (DR2) undergo extensive certification review through their existing minority business enterprise certification procedures, which establish capabilities and their principal places of operation in the County. Consider local Prince George's based businesses when contracting for services.

## Project Types

The Stormwater Stewardship Grant Program supports requests for water quality implementation projects (track 1) and tree planting projects (track 2). Applicants interested in both tracks should submit two separate applications, one for each track. All applicants are strongly encouraged to discuss their project ideas with the Grant Program Manager prior to application submission (see Contact section below) and applicants for Track 2 are required to contact the Grant Program Manager prior to the deadline.

### Track 1. Water Quality Projects

Request Amount: \$50,000 to \$200,000 or larger with prior approval

Funding partners will support the construction of the following types of projects that present a water quality benefit, with an emphasis on practices that treat impervious cover:

- Bioretention cells, bioswales, rain gardens, and other Environmental Sensitive Design (ESD) stormwater techniques;
- Streamside forest buffers;
- Stormwater wetland creation and enhancement; and
- Outfall repair and retrofit.

The following guidance outlines project and property type(s), site location and scale, and deliverables for water quality projects:

- Projects are expected to rely on simple, widely-accepted restoration best practices
  - For practices that are relatively new or innovative, or for other ideas not listed above, contact the Grant Program Manager for guidance about what background information and what justification of its use must be provided
- The twenty seven municipalities in the County are encouraged to apply for implementation projects to support clean water goals
- Public vs Private Site Location: Projects that are implemented on public property, property owned by a municipality, a non-profit organization, community-owned property, and commercial or residential property with conservation easements are preferred
  - Projects on other private property may be considered under certain conditions (e.g., high cost-effectiveness, high demonstration value)
  - Projects on private property must have landowner support that is described in a Letter of Commitment and should offer matching resources
  - Implementation projects proposed for faith-based organization property must apply to the Alternative Compliance Program and are not applicable for funding under this grant program
- For projects involving construction or planting, a Letter of Commitment must include approval from the property owner for installation and assure project maintenance if the grant is awarded
- Engineering design support may be requested
- Priority will be given to projects that are furthest along in the design and permitting phases
- Certain water quality projects will require permits from the County before construction
  - Applicants are encouraged to consult the County's Department of Permits, Inspections, and Enforcement (DPIE) early in project development to ensure timely permit and inspection approvals during the course of the grants
  - If a permit is required, your project lead must consult with Prince George's County Department of the Environment (DoE) engineers and DPIE plan reviewers during the permitting process and as-built plans will be required with the final product submittal
- Grantees are encouraged to keep projects small and simple (i.e., less than 5,000 square feet of disturbance). **However, if the water quality implementation project has >5,000 square feet or >100**

#### *New Applicants*

We welcome new applicants!

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

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

Visit Appendix A for more information for the grant-writing beginner.

Contact Grant Program Manager, Sadie Drescher  
[sdrescher@cbtrust.org](mailto:sdrescher@cbtrust.org) or 410-974-2941 ext. 105

**cubic yards in total project disturbance (i.e., Appendix B, Category 3 project type) and/or will require a permit, the following budget items must be included in the application:**

1. a Professional Engineer to design the implementation project/Best Management Practice (BMP) and stamp the plans to submit to the DPIE;
  2. up to \$2,000 for soil boring for practices that use infiltration (e.g., bioretention);
  3. up to \$4,000 for an expert permit reviewer to help with the permit process (expert permit reviewer contact(s) will be provided by the Trust and Prince George’s County DoE);
  4. up to \$2,000 for permit edits and comments; and
  5. up to \$5,000 for as-built plans.
- Applicants who are interested in these water quality projects but who need assistance moving forward with an application are strongly encouraged to contact the Trust.
  - If your proposed project is in the planning area of the Public Private Partnership (P3) Clean Water Partnership (see this website for details <https://thecleanwaterpartnership.com/current-projects/>), email or call Jim Lyons, the Clean Water Partnership Program Manager for Prince George’s County, at [jmlyons@co.pg.md.us](mailto:jmlyons@co.pg.md.us) or 301-883-3634 to see if your implementation project could be achieved with the P3 rather than with a grant application
  - This program is not able to support:
    - Projects required for new or redevelopment, that are required for mitigation, that are required under an existing or pending regulatory process or permit, or are required by a regulatory authority for any other reason
    - Stream restoration or stabilization projects; see other programs at the Trust for stream restoration project support
  - Deliverables will include concept plans, final designs, and as-built plans (if a permit was required) in electronic format (pdf, GIS, AutoCAD, etc.). In addition, the drainage area to the practice, practice surface area, and pollutant load reductions and associated calculations (if applicable) will be submitted with the final report. Finally, all trees planted will be reported in the County’s Tree Tracking application.

Help is available!

The Trust’s Grant Program Manager is available to explain the application, conduct a preliminary site visit, review materials, and to answer your other questions. Also, see these appendices for guidance:

Appendix A: Guidance for Applicants that are New to Water Quality Projects provides basic steps for water quality projects for the beginner

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

**Qualifications and Experience for Track 1:** To ensure project success, at least one partner engaged in the project must have appropriate experience with design, permitting, and implementation of the specific project type proposed in the application. This partner can be a subcontractor, volunteer (pro bono) partner, or a staff member associated with the applicant organization. “Appropriate experience” is defined as a history of involvement with at least three similarly scaled implementation projects of similar types within the last five years, with at least one project preferably in Prince George’s County, and demonstrated knowledge of the state/County water quality design guidelines and permit requirements to ultimately implement the project.

**Track 2. Tree Planting Projects on Private Individual Residential Property and Support for Existing County Tree Canopy Programs**



**Request Amount: \$50,000 to \$150,000**

**Applicants for Track 2 are required to discuss their project ideas with the Grant Program Manager prior to application submission.** Track 2 projects have specific work tasks, requirements for the proposal application, and requirements for reporting final products. If awarded, a face-to-face meeting with the Trust and Prince George’s County DoE will be required prior to the project start.

Because trees increase the health and livability of communities and provide many other societal benefits, Prince George’s County has a goal to preserve, increase, enhance, and restore tree canopy coverage. The County would like to increase its urban tree canopy cover from its current level

of 8% by increasing the number of trees planted and promoting the community engagement to care for both new and existing trees. The success of tree planting activities depends on rigorous planning, community education and outreach, forestry management, and maintenance.

Funders seek projects under this track that aim specifically to implement tree planting projects on private individual residential properties. Components of this work will include outreach to homeowners about the benefits of trees to create opportunities and desire to have trees planted on their properties. Though the emphasis of all projects should be on individual private residential property, applicants are permitted to propose demonstration projects on other types of property, such as community-owned private property or public property, as a component of the outreach strategy to reach individual private property owners as long as the proportion of the overall project for these types of sites does not exceed 10%.

Because those working on individual private property tree canopy issues often come to identify other property types on which tree canopy is possible, applicants are also encouraged to consider adding an element to their proposals of identifying sites such as public property or schools that would be eligible for several of the County's other programs such as Tree ReLeaf, Arbor Day Every Day, and [Rain Check Rebate](#). More information about these programs and the property types that would be supported can be found at the [Community Outreach Promoting Empowerment Section's](#) website and see also the following webpage focusing on tree benefits and resources: <http://www.princegeorgescountymd.gov/512/Plant-Trees>.

**The following section provides additional detail about the types of activities and budget requests that would be eligible:**

1) Tree Planting on Private Individual Residential Property (at least 90% of the trees proposed to be planted)

The following criteria will be used to evaluate projects:

- At least 90% of the trees must be planted on private individual residential property. Up to 10% is allowable on other property types if framed as a demonstration or outreach activity to engage private individual residential landowners.
- Funding partners recognize a need to increase tree canopy on private property, in underserved communities, and in areas with low tree canopy cover. Therefore, projects that plant trees on private property, in the Transforming Neighborhoods Initiative (TNI) areas and other underserved communities, and in areas with low tree canopy are preferred.
  - TNI areas are maps are [here](#) and [here](#)
  - The County identified the following three priority areas for tree planting efforts based on low tree canopy cover and the potential for engaging citizens in the project: 1) Langley Park; 2) East Riverdale/Bladensburg; and 3) Kentland/Palmer Park. Proposals focusing on work in those areas will receive bonus points in the "Consistency with RFP" criterion outlined in the "Criteria" section. If awarded, funding partners will work with grantee to finalize geographic areas served given the context of other similar projects and to avoid overlap.
- Trees and shrubs must be native species that have been grown in containers (not ball and burlap) that are a minimum of five feet tall. Shrubs must be three feet when planted and reach five feet at maturity.
- Each tree should cost up to \$150 per tree to install (including the tree, installation, mulch, etc. and this cost does not necessarily include other costs to support the overall project)
- Tree planting occurs from October 1 through April 1

Specific activities for which funding can be requested:

- a) Staff or consultant time to develop, pilot, and/or expand an existing outreach campaign (already piloted/developed) to target tree planting on private individual residential property
  - i. see the Trust's resources for project planning, outreach, messaging, and behavior change online [here](#) in the Outreach and Behavior Change Resources section; contact the Trust for assistance with these methodologies
  - ii. coordinate with DoE for existing materials (no need to recreate materials) and/or planting events/opportunities

- b) Staff or consultant time to identify private individual residential property sites to plant trees (from outcomes of 1a)
- c) Staff or consultant time to develop tree selection, develop planting plans, and mark planting plans
- d) Staff, materials, and/or contractor costs to plant trees and perform a 30 day survival check
- e) Staff or contractor time to provide maintenance for one year (required)
  - i. provide the proposed maintenance date(s) proposed/completed
  - ii. tree survival must be checked and reported multiple times after planting (a final survivability check will be done eleven months after planting so that the tree can be replaced under the one year warranty)
- f) Staff time to track and report project milestones, accomplishments, and outcomes that include:
  - i. tree species, number, location (i.e., address), size (DBH), and date planted
  - ii. the DoE's tree tracking application will be used to record planting and survivorship; if the tree application is not available, information will be recorded and reported to DoE monthly

Trees planted must be reported to DoE to meet the County's National Pollutant Discharge Elimination System (NPDES)/Municipal Separate Storm Sewer System (MS4) reporting requirements. The successful applicant will meet with DoE to finalize all parameters required for reporting.

## 2) Identify Additional Tree Planting Sites Where Existing County Programs Can Plant Trees

Applicants are encouraged to include activities in their proposal that promote and enhance the County's well-established and branded tree planting programs such as Tree ReLeaf, Arbor Day Every Day, and Rain Check Rebate. Activities may focus on identifying tree planting sites that are appropriate for existing DoE programs. For example, if you identified:

- a tree planting site on public property, you would work with DoE to provide trees through existing DoE programs such as Tree ReLeaf or
- a tree planting site on a school site, you would work with DoE to provide trees through existing DoE programs such as Arbor Day Every Day.

Successful applicant(s) pursuing this activity would work closely (e.g., conference calls and meetings twice a month) with staff of Prince George's County DoE's Community Outreach Promoting Empowerment Section to coordinate and use existing DoE tree planting programs, where possible.

Applicants may request staff (or consultant) time to accomplish the following activities to support existing County programs:

- a) identifying tree planting sites where existing County programs can be used such as Tree ReLeaf, Arbor Day Every Day, and Rain Check Rebate
- b) providing technical assistance to the County to plant trees at the site using these existing programs; this task could include introducing the County staff to the property owner, developing planting plans, and other coordination activities that result in trees planted at the site

## 3) Communication and Reporting

All projects should factor time in the application to thoroughly communicate and coordinate with the DoE and the Trust for the duration of the project. The successful applicant will communicate and coordinate events with the funding partners, track and report educational events, provide tree care education for participants, and suggest improvements for the existing County tree planting programs. Therefore, project timelines and methodologies should include frequent meetings (e.g., two times per month) with the funding partners (DoE and the Trust) throughout your project in order to coordinate the milestones, reporting, and deliverables. Finally, this tree planting effort will also coordinate with existing County programs and will be conducted under the Tree ReLeaf umbrella.

Applicants may request staff (or consultant) time to accomplish the following activities for communication and reporting:

- a) coordinate the tree care outreach provided to participants (1a) with the Trust and DoE

- i. this includes the messaging and materials used
  - ii. all final products/outcomes will be submitted to the Trust/DoE in status and final reports
- b) meet and communicate with the Trust and DoE regularly (e.g., twice a month during planting season and monthly outside of the planting season (plant trees October 1 through April 1) to discuss the outreach efforts, tree planting progress, and coordinate efforts
- c) track and report to the Trust and DoE educational events on a monthly basis
  - i. educational event information to be tracked would include, but is not limited to: date, location, agenda and participants
  - ii. planting plans, specific location of trees planted, types of trees, etc. (as detailed in 1 a–f above).

Qualifications and Experience for Track 2: To maximize project success, applicants should ensure at least one partner on the project has appropriate experience in the following:

- identification of native tree species;
- securing native trees at nurseries;
- planting trees to include:
  - 1. successfully planting trees on residential property (at least 30 residential properties)
  - 2. successfully planting trees at a large scale (100 to 200 trees per planting season)
  - 3. reporting metrics regularly to funding partners
- maintaining trees; and
- managing contracts for the tree delivery and survival.

“Appropriate experience” is defined as experience installing at least two tree planting projects in Maryland (with at least one project in Prince George’s County) within the last five years. This partner can be a subcontractor, volunteer (pro bono) partner, or a staff member associated with the applicant organization. Only qualified and experienced applicant teams will be considered for this track.

## Eligible Applicants

The Trust welcomes applicants from the following organizations:

- 501(c)(3) private nonprofit organizations
- Prince George’s County municipalities and/or public agencies
- Watershed organizations
- Public and independent higher educational institutions
- Community associations
- Faith-based organizations

All applicants must have 501(c)(3) status, except County municipalities and public agencies. Applicants that are not based in Prince George’s County must have a Prince George’s-based partner, the role of whom should be clearly articulated in the proposal and in a Letter of Commitment from that partner.

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

## Application Review Process and Criteria

Each application is reviewed by a technical external peer review committee, called the Technical Review Committee (TRC), composed of individuals who are experts in the fields supported by this RFP and individuals who represent communities served by projects funded by this RFP. The TRC ranks and scores all applications based on the criteria below, then meets to discuss the applications and recommend funding levels.

Not all proposals will likely be able to be supported due to funding limitations. To allow applicants to set expectations prior to investing time in an application, 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 53%,

including fully and partially funded applications. The average approval rate of all applications to the Trust is 33%.

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

**Most important criteria:**

- **Consistency with Request for Proposals (RFP)** (Scale of 1-15): Is the project proposed consistent with the intent of the track selected?
- **Likelihood of Project Success** (Scale of 1-20): What is the likelihood of success of the project if selected for funding? Success should be defined as the accomplishment of outcomes proposed.
  - **Qualifications and Experience:** Does the applicant have the necessary qualifications to conduct the work that include past history of successfully completing similar environmental projects? See the qualifications section of each project track for more details on specific qualification and evaluation considerations.
  - **Permission:** Has the applicant procured landowner permission (if necessary)? Are methodologies and/or designs sound and consistent with best practices?
- **Long-Term Sustainability** (Scale of 1-15): Has the applicant addressed future project sustainability? For on-the-ground projects, will the project persist and be well-maintained and not threatened by various types of disturbance? Has the applicant proposed a relevant and robust evaluation plan that will be used to improve project sustainability in the future? Has the applicant addressed the need for ongoing resources in order to maintain the value of the project? How will the impacts of the work be felt after the grant period has ended?
- **Cost Effectiveness /Budget** (Scale of 1-20): Is the budget appropriate and cost effective? Are the line items budgeted justified in the project narrative? In-kind and cash match are not required but will be viewed favorably.

**Important Criteria**

- **Partnerships and Community** (Scale of 1-10): Are any key partnerships required, and if so, are the selected partnerships appropriate? Are any partners missing that should have been engaged? Is the community to be served involved appropriately in the project; i.e., was community buy-in obtained, were community needs and desires assessed, and are there individual(s) in the community committed to serving as community leads? If the lead applicant is not a member of the community served by the grant (e.g., an external non-profit doing work on land owned by another entity, such as a house of worship), is a transfer of “ownership” to the community built into the project and the ability of the “project owner” (community) to carry the work forward developed?
- **Justification** (Project Need) (Scale of 1-10): Does the applicant justify the need for the project and the practices proposed?
- **Demonstration Value** (Scale of 1-10): Will others be able to take lessons from this project and perhaps replicate a similar project in their own communities? How can this project be used as a model or pilot for future efforts? How will this project support the County?
- **General Quality of Application** (Scale of 1-5): What is the level of completeness and attention to detail? Are all required application components included for sound application evaluation?

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

**Project Timeline**

Projects greater than \$100,000 should be completed within two years and projects less than or equal to \$100,000 should be completed within one year upon receipt of the grant award or as determined in the grant agreement.

**Contact**

Contact the Grant Program Manager, Sadie Drescher, for technical assistance and any questions at (410) 974-2941 ext. 105 or [sdrescher@cbtrust.org](mailto:sdrescher@cbtrust.org).

## Application Deadlines and Dates

Applicants must submit their application in the **Chesapeake Bay Trust Online Grant System** by **4:00 pm on September 27, 2018**. Late applications will not be accepted and the online funding opportunity will close promptly at 4:00 pm. **Applicants are strongly encouraged to submit their application at least a few days prior to the deadline** given potential for high website traffic on the due date. The Trust cannot guarantee availability of Online Grant System technical assistance on the deadline date.

In cases where the grantee fails to submit a status report or final report by the due date, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee. When the project is complete, grantees are required to complete final reports that include submission of all receipts for supplies, invoices for subcontractors/contractors, and copies of timesheets for personnel time used (timesheets must include date, name, time worked per day, and coding to tie the time worked to the award). All financial back-up documentation will be grouped and numbered to correspond to the budget line item reported as spent. Organizations with outstanding final, progress, or status reports will not be awarded additional grants. When the project is complete, grantees are required to submit all final products and final reports, including submission of all receipts, copies of timesheets, and contractor invoices.

All applicants will receive a letter stating the funding partnership's decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send a grant agreement with grant conditions and due dates of status, progress, and final reports. The Trust will mail the first grant payment to the requesting organization following: 1) the Trust's receipt of the signed grant agreement and 2) satisfaction of any phase 1 payment award contingencies. Ten percent (10%) of the total grant award will be held until the final report is submitted and approved. In cases where the grantee fails to submit a status report, progress report, or final report by the due date, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee.

By submitting an application to this program, applicants acknowledge that: 1) they are compliant with federal employment and non-discrimination laws and 2) they have not been debarred, convicted, charged or had a civil judgment rendered against them for fraud or related offense by any government agency (federal, state or local) or been terminated for cause or default by any government agency (federal, state, or local). In addition, all final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

***Grant awards will be announced in December 2018.***

## About the Trust

The Trust is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of all of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by the *Treasure the Chesapeake* license plate program, promotes public awareness and participation in the restoration and protection of the natural resources of our region. Since 1985, the Trust has awarded over \$90 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout Maryland and the Chesapeake Bay watershed.

The Trust is committed to the advancement of diversity and inclusion in its grant-making and environmental work. As a result, the Trust strongly encourages grant applications 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, please see our 2015-2020 Strategic Plan at [www.cbtrust.org/strategic-plan](http://www.cbtrust.org/strategic-plan).

## Online Grant Application Instructions

To apply for a grant, follow instructions at <https://cbtrust.org/prince-georges-stormwater-stewardship-2/>. Click on “New Applicant” and follow the on-screen instructions if you have not yet registered to use the system.

You will enter all grant application information in the **Chesapeake Bay Trust Online Grant System** ([https://www.GrantRequest.com/SID\\_1520](https://www.GrantRequest.com/SID_1520)) using the username and password of the Executive Officer or the Project Lead (this username and password will be used to manage the award, if funded).

We recommend logging into the online grant system early to start your grant application and so that you become familiar with the online grant application format (e.g., grant timeline format and number of timeline/task options), content (e.g., grant deliverable options), and process (e.g., how to submit the grant application). We strongly recommend that you do not wait until the day of the deadline to begin the application process.

You will be asked to enter the following grant application information in the **Chesapeake Bay Trust Online Grant System**.

### Organization Information

- 1) Organization Name
- 2) Address and Phone Number
- 3) Mission of Organization
- 4) Organization Type
- 5) EIN Number

**An Executive Officer and Project Leader, two separate individuals, must be identified for all applications.** The Executive Officer and Project Leader must be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position. The Project Leader will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The Trust cannot conduct any official correspondence with contractors, consultants, or other project partners. If at any time the Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Leader. To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.

**Executive Officer of Requesting Organization:** Name, title, address, phone, and e-mail

**Project Lead:** Name, title, address, phone, and e-mail

### Grant Information:

- 1) Project Title: List the title of your project. Start the title with the project track. **Only one application** is allowed per track.
- 2) Amount of funding requested
- 3) Grant Period: Enter project start and end dates
- 4) In which county will the project be located? Projects must be implemented in Prince George’s County, Maryland.
- 5) Property ID #
- 6) In which stream, river, or watershed will the project be located?
- 7) For a water quality track 1 project, report the project’s latitude and longitude in decimal degrees; a midpoint location may be used, or if multiple projects, you may choose one of the sites; google maps can provide this information

### Project Abstract

In a text box, you will be asked to provide a brief (3 to 4 sentences) summary of the project, including details such as type of project, location, and main objectives.

## Project Timeline

You will be asked to enter a table of major tasks, with start and end dates.

## Project Deliverables

You will be asked to fill in estimated deliverables for a variety of metrics, for example square feet of impervious cover treated, number of trees planted, square feet of riparian buffer restored, etc. Only complete those deliverables that are appropriate for your project (i.e., some deliverables will not apply).

## Volunteer Involvement

Indicate the number of volunteers that will be involved, the total number of volunteer hours, and a description of volunteer activities.

## Project Partnerships and Qualifications

You will be asked to enter into a table: project partner organizations, individuals, their areas of expertise, and their role(s) in your project. Letter(s) of Commitment: 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: <https://cbtrust.org/forms-policies/>.

All grantees will be expected to have a strong working partnership with the Prince George's Department of the Environment (DoE); however, Letter(s) of Commitment from the County should not be included in the application and will not be considered if submitted. Instead, reference should be made in the proposal for how the applicant plans to work with County staff to communicate and integrate County goals and efforts.

## Project Narrative Upload

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

- 1) **Objectives and Background:** What project track is included in this application? What are the project objectives? Describe the project background. Why is this project needed? How was it identified? Why will the project be successful?
- 2) **Outputs and Outcomes:** Please describe your project's outputs and outcomes. Describe your anticipated major obstacles for your outputs and outcomes and how you will overcome any project obstacles.
- 3) **Qualifications and Experience:** Describe the project team's experience to conduct the work proposed. Provide past examples of projects completed in the last five years to include the project name, location, short description of the project, and a reference for each project. If applying for a water quality project (track 1), provide three past water quality project examples and if applying for a tree planting project (track 2) provide two past tree planting project examples in the last five years.
- 4) **Consultants:** Will an external (non-staff) contractor be engaged in the work? If so, describe the work the contractor will perform, describe your contractor selection process and indicate if the contractor has already been selected. The Trust recommends that applicants obtain at least three quotes from potential contractors for proposed work or use a competitive bid process.
- 5) **Community Context and Demographics:**
  - a. **Community Context:** Please indicate how this project fits into other environmental stewardship or community-related activities. Connect existing projects, resources, and collaborators to support your proposed project.

- b. **Demographics:** In light of the Trust's commitment to the advancement of diversity in its grant-making, provide demographic information about the community or population involved in or served by the project. Describe how the population and/or the community are involved in the planning, development, and implementation of the proposed project, and in the development of this application. If the lead applicant is not a member of the community served by the grant: (e.g., an external non-profit doing work on land owned by another entity):
  - i. describe how “ownership” will be transferred to the community and how the ability of the community to carry the work forward will be developed and
  - ii. provide your organization’s experience working within the specific community to be served. If you have not had significant experience within your prioritized demographic, explain how you intend to address this issue. The Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies than the applicant, where needed, within the targeted demographic(s).

6) **Sustainability:** The Trust aims to invest in projects that have the longest potential longevity, after the grant period has ended. Several threats exist that may result in loss of project value: change in public interest in an effort, changes in rainfall or sea level associated with climate change; change in land use; and more.

Discuss the future you see for the work for which you are requesting funds. What factors may affect your project’s long term value and how will you ensure the project’s long term value is maximized? If the project or program will need ongoing financial resources in order to maintain its value, provide an abbreviated plan describing how the project will be sustained beyond the term of the proposed funding request.

7) **Regulatory Issues:** The funding partners are unable to fund projects or programs that are wholly required by a separate Federal, State, or locally issued permit, decree, or enforcement action. In some cases, the funding partners may elect to fund optional portions of required projects that are in excess of regulatory requirements (e.g., go above and beyond the current water quality requirements).

For your response, state: 1) whether any part of your project is required under any existing or pending permit, decree, and/or enforcement action and 2) if so, whether and how your proposal exceeds the regulatory requirements.

8) **Track 1 Water Quality Project:** Provide technical information for your project. You may submit this information as attachments, if needed (e.g., maintenance plan).

If you do not have a water quality project (Track 1), enter “not applicable” for this question and proceed to the next question.

- a. **Site Plan and Project Design** (unless requesting design funds) to include:
  - i. Site photos;
  - ii. Planting plan
    - Include a list of native plants
    - 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. Tree costs cannot exceed \$150 per tree. If requests differ from the Trust’s stated preference, provide justification;
  - iii. Existing conditions;
  - iv. Project design or conceptual plan if designs are not complete;
  - v. Drainage area boundary and size and percent impervious cover within drainage area;
  - vi. Calculations showing amount of stormwater runoff to be treated by practice (see also b Water Quality Benefits below and contact the Trust for assistance);
  - vii. Indicate whether this project falls into category 1, 2, or 3 as described in Appendix B and provide any additional items as required for your water quality project.

- b. Water Quality Benefits: Projects must report the type of practice proposed, the size of the practice, total area treated by the practice, and total area of impervious surface treated by the practice. Contact the Grant Program Manager for assistance.

Final products will include concept plans, final plans, as-built plans (if permit was required), drainage area, impervious surface, practice area, etc. in electronic format (pdf, GIS, AutoCAD, etc.). Final products will also include pollutant load reductions for total nitrogen, total phosphorus, and total suspended solids and the calculations used.

- c. Permission & Maintenance: Water quality projects must demonstrate the following: 1) the owner of the property allows the project as demonstrated by a Letter of Commitment; 2) provide a long term maintenance plan (>2 yrs); and 3) state that the owner and/or implementation organization either a) has maintenance and inspection training or b) will attain maintenance and inspection training by the grant end date.
- d. Community Engagement and Value: Describe the community value of this project. Describe how you will share your project with the public to engage and educate them. The funding partners require interpretive signage to convey the project intent and provide educational value for the project. Does your project include interpretive signage?
- e. Implementation Projects **Must** Add these Items to their Budgets if the project has >5,000 square feet or >100 cubic yards in total project disturbance (i.e., Appendix B, Category 3 project type) and will require a permit:
- a Professional Engineer to design the implementation project/BMP, stamp the plans to submit to the DPIE;
  - up to \$2,000 for soil boring for practices that use infiltration (e.g., bioretention);
  - up to \$4,000 for an expert permit reviewer to help with the permit process (expert permit reviewer contact(s) will be provided by the Trust and DoE);
  - up to \$2,000 for permit edits and comments; and
  - up to \$5,000 for as-built plans.

9) **Track 2. Tree Planting Projects on Private Individual Residential Property and Support for Existing County Tree Canopy Programs**: Provide the technical information for your project.

If you do not have a Track 2 project, enter “not applicable” for this question.

- Trust Contact Date: Provide the date you contacted the Grant Program Manager.
- Project Summary: Describe what your project will accomplish.
- Methods: Describe how you will accomplish the project. Include experimental design, implementation strategy, and additional details that will ensure success.
- Permission and Maintenance: Demonstrate the following: 1) that the owner of the property allows the project; 2) the project will be maintained after implementation; and 3) identify the party responsible for maintenance.
- Audience: Describe your audience. How will you engage the audience?
- Communication: Describe how you will communicate your findings to the intended audience.
- Community Engagement and Value: Describe the community value of this project and how you will share your project with the public to engage and educate them. Explain your plan to use messages consistent with DoE. The funding partners require interpretive signage to convey the project intent and provide educational value for the project.
- Obstacles and Uncertainty: What obstacles do you expect to encounter? How will you overcome expected and unexpected obstacles? How will your project address uncertainty encountered in the project?
- Evaluation: Describe how you will evaluate the success of your project?
- Final Product: What is your final product?

- k. Final Product Delivery to Prince George's DoE: Explain what the final product(s) will include and how you will deliver them to the County. Explain how and when you will check in with the Trust and DoE to ensure your project is on track with the County's expectations for success.

### **Budget Form Upload**

You will be asked to upload your budget using the "Application Budget" worksheet of the Chesapeake Bay Trust's Financial Management Spreadsheet, an excel file template. The template is available in the online application and can be found by visiting [www.cbtrust.org/forms](http://www.cbtrust.org/forms).

For your budget:

- Be as detailed as possible;
- For any staff cost requests, list the percentage of overall time devoted to the project by each staff member in the budget item column. It is expected that all personnel included in budgets will be directly involved in the work conducted under this program. Requests that do not include full justification for personnel involved may not be fully funded;
- Matching/leveraged resources are encouraged. Please indicate whether each match entry is applied for, pledged, or in-hand. Indicate in the narrative whether your organization has requested financial support from any other sources for the project not listed as match in the budget submitted;
- Applicants may request funds for indirect costs, which must be listed separately (not combined with salary) and must be less than 20% of the total request; and
- Do not include volunteer hours in the budget or assign them a dollar value.

### **Budget Category Information**

This final online grant program component will ask applicants to enter budget category totals. These totals will be automatically calculated in the Application Budget. Finally, check that the project's total requested amount you entered earlier in the application is correct.

Use the "Additional Budget Justification" section in the online application to justify and explain costs. Budgets that are detailed, justified, and itemized are ideal.

The body of work described in your proposal should be able to be accomplished with the resources requested in your budget. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.

# Appendix A: Guidance for Applicants that are New to Water Quality Projects

This guidance outlines the steps needed to develop project ideas and grant applications for those who are new to water quality projects. Many steps are involved in developing a project. Some involve engaging partners or obtaining expert technical advice. For example, experts can help the applicant to select a proposed water quality project location, project type, and estimated costs to enable an applicant to develop an appropriate budget request.

The following steps are a general framework for a water quality project to submit in a grant application. Please note that applicants are welcome to contact the Trust for assistance during any of these steps in project development.



## Step 1: Develop a Project Idea

- a. The first step is to brainstorm on general project ideas.
- b. Here is an example water quality project idea: When it rains, the parking lot floods and stormwater flows from our property. A water quality project (e.g., a rain garden) to slow the flow of stormwater and allow it to soak into the ground could work at the site.

## Step 2: Obtain Community and Landowner Input

- a. The most successful projects seek community input early and often (often after each of the steps below), and work with the landowner at the first step.
- b. Community meetings are a venue at which to exchange information and discuss the proposed project with the project stakeholders.
- c. Community input provides the history of the site and the buy-in needed for a successful project.
- d. Build community input into your project idea.

## Step 3: Perform a Site Assessment to Identify Opportunities

- a. Generally, a grant application will require the proposer to have some degree of specifics about the project idea, such as project type and location. How you obtain more specific ideas depends on your own level of expertise in the topic area. Do you personally or does a close project partner have expertise to perform a site assessment that will identify water quality project opportunities or do you intend to obtain this expertise? If yes, skip to #4. If not, continue in Step 3.
  - If conducting your own site assessment to identify water quality project opportunities for this grant, see the Site Inventory and Mapping for Small-Scale Restoration Projects. This is located in Appendix A of the [Stormwater Stewardship Guidance](#) listed in the Additional Resources section on the grant's webpage.
- b. Identify one or more individuals or partners who do have expertise to visit the site and provide assistance. Identifying which experts to contact can be challenging. The Trust Project Manager can provide the first site visit to get you started and offer immediate next steps. Options to do this can

include contacting local nonprofit environmental organizations who perform this work as part of their missions. Another option can be contacting one or more for-profit consulting firms or contractors to provide input, whom you might work with or provide an opportunity to bid on the project should the grant be funded. Contact the Trust to discuss best ways to obtain expert advice in this step.

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

- a. If your project is large or complicated (i.e., generally more than 5,000 square feet in size), you will need engineering services to develop the water quality project idea and to estimate the design and construction costs. This may be the same firm you engaged above and this can be accomplished in Step 3. **Grantees are encouraged to keep projects small and simple** (i.e., less than 5,000 square feet of disturbance; see Appendix B for more details).
- b. Contact one or more firms that provide stormwater management engineering services and request a visit to your site to suggest what work should be done and how much this work might cost. Not all firms will conduct site visits for free. However, some will view you as a potential client if the award is made.
  - i. Stormwater engineer service firms will provide more detailed water quality project ideas and estimated costs to help you form your proposal.
  - ii. In person site assessments are best, but could be done remotely.
  - iii. Join the site visit(s) with as many team members as possible.
- c. Based on the site visit, request the firm's scope of work and estimated costs
  - i. See Appendix B Design Guidelines and Information in this Request for Proposal to determine what minimal elements are needed.
  - ii. These minimal elements are the basics need for a water quality project design that will then be implemented.
  - iii. You can request these minimal elements from the engineering firms in their scope of work and estimated cost.
- d. Compare the firm's scopes of work and estimated costs
  - i. Review the scopes of work and the budgets.
  - ii. See if the firms recommend changes to your project idea or if there are other services needed to complete the project.
    1. Gather more information, if needed.
    2. Contact the firm with any questions.

#### Step 5: Prepare your Grant Proposal

- a. Select a scope of work and estimated budget that suites your needs from Step 3 or 4 above.
  - i. Use this information to provide details in your grant application.
  - ii. Use the firm's scope of work and budget in your grant application in these areas:
    1. Proposal narrative, budget narrative, and budget spreadsheet.
    2. Add attachments that support your proposal, such as the firm's scope of work and estimated cost.

## Appendices



### Appendix B: Design Guidelines and Information

These guidelines provide applicants and grantees with the elements of project design that are required for project submittal. Funding partners require a complete project design to consider funding construction and/or implementation phases of projects. Applicants submitting requests for design-build projects should obtain estimates from design firms based on the scopes of work for these design elements for the design phase. Preference will be given to projects that are furthest along in the design and permitting process. Applicants are strongly encouraged to contact the Trust for assistance and guidance when creating proposals that include designs to make sure they will qualify for the Prince George's County Stormwater Stewardship Grant Program.

Since the Grant Program provides funds for many types of watershed implementation practices, specific design requirements and the definition of "complete design" varies among project types. To help guide you in determining what is required for the design component of your proposal, water quality project practices have been broadly grouped into three categories.

Please read the list below and identify if your water quality project is a category 1, 2, or 3. Then read the design requirements below that section. If you are unsure which category your project belongs, please contact the Grant Program Manager for assistance.

Certain water quality projects will require permits from the County before construction. Applicants are encouraged to consult the County's Department of Permits, Inspections, and Enforcement (DPIE), ahead of time to ensure timely permit and inspection approvals will occur during the grant timeframe. Depending on the permit type being required, DPIE may have additional requirements other than those listed in this Appendix.

Applicants are encouraged to keep projects small and simple (i.e., less than 5,000 square feet of disturbance). **However, if the implementation project has >5,000 square feet or >100 cubic yards in total project disturbance (i.e., Category 3 project type as defined in this appendix) and will require a permit, the project must add these budget items: 1) a Professional Engineer to design the implementation project/BMP and stamp the plans to submit to the DPIE; 2) up to \$2,000 for soil boring for practices that use infiltration (e.g., bioretention); 3) up to \$4,000 for an expert permit reviewer to help with the permit process (expert permit reviewer contact(s) will be provided by the Trust Grant Program Manager and DoE); 4) up to \$2,000 for permit edits and comments; and 5) up to \$5,000 for as-built plans.** Finally, if a permit is required your project must consult with DoE engineers and DPIE plan reviewers during the permitting process.

**Contact the Grant Program Manager for more information about permit requirements and impacts to your project's proposal and budget.**

#### **Category 1: Projects requiring minimal ground disturbance and no earthwork**

##### Category 1 Project Types

- Riparian buffer plantings
- Reforestation projects (tree planting)
- Rain barrel and rain storage projects (see also the [Prince George's Rain Check Rebate Program](#))
- Other projects that do not require earthwork

##### Category 1 Design Requirements (at a minimum)

Category 1 projects will not be funded without a completed design, which includes:

- Site map showing project boundary;
- Site photos;
- Invasive species management plan for site (if applicable); and
- Planting plan (for planting projects only and can be overlaid on site map)

## Appendices

### **Category 2: Small-scale restoration projects with projected pollution reduction benefits**

#### Category 2 Project Types

- Bioretention and rain garden projects, in which surface water is not collected by, or distributed to, adjacent properties and in which the total site disturbance is less than 5,000 square feet/less than 100 cubic yards

#### Category 2 Design Requirements (at a minimum)

- Site map showing:
  - 2 topographic contour data, available in GIS format from the Maryland DNR's Maryland's Environmental Resources and Land Information Network (Merlin) online at <http://www.mdmerlin.net/> or from the Prince George's County GIS and planning offices;
  - Project boundary and drainage area boundary;
  - Survey information, marked on site map, the surface water intake (where runoff enters your project area), and project outfall (where will water to exit your project area);
  - Proposed design - plan view (this should show the approximate existing and proposed elevations of the project area); and
  - Landowner signature on the plan that indicates project endorsement.
- Soil boring/results for infiltration practices (if an infiltration practice is proposed, soil borings should be included in the budget at up to \$2,000);
- Copy of soil survey mapping and field confirmation of soil drainage class – the NRCS web soil survey can be found at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm> and MD soil survey by County is online at <http://www.nrcs.usda.gov/wps/portal/nrcs/surveylist/soils/survey/state/?stateId=MD>
- Approximate earthwork volumes (existing soil to be removed, bioretention soil to be added, etc.)
- Drainage area boundary and size (obtained from topographic maps described above) and percent impervious cover within the drainage area;
- Calculations to determine amount of stormwater runoff which will be treated by the stormwater facility **OR** simply list the type of practice proposed, the size of the practice, the total area treated by the practice, and the total area of impervious surface treated by the practice;
- Planting plan; and
- Site photos.

### **Category 3: Higher Complexity Restoration Projects**

#### Category 3 Project Types

- Bioretention and rain garden projects over 5,000 square feet of disturbance, over 100 cubic yards, and/or affecting surface flow from/to adjacent properties
- Wetland and marsh enhancement/restoration/creation projects
- Coastal plain outfall, stormwater conveyance, or floodplain restoration projects
- Stormwater retrofit projects (conversions and structural changes)

#### Category 3 Design Requirements (at a minimum)

- Site map showing:
  - Field-run topographic survey of existing conditions
  - Project boundary and drainage area boundary
  - (As applicable) mean high water, full pool elevation, bankfull/benchfull
  - Proposed design (grade changes, drainage structures, rock placement, etc.)
  - Landowner signature on the plan, which indicates project endorsement
  - Mapped utilities and roads
  - Property boundaries
- Soil boring/results for infiltration practices;

## Appendices

- Copy of soil survey mapping and field confirmation of soil drainage class – the NRCS web soil survey can be found at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm> and MD soil survey by County is online at <http://www.nrcs.usda.gov/wps/portal/nrcs/surveylist/soils/survey/state/?stateId=MD>
- Detailed earthwork volumes (cut, fill, stockpiled, etc.);
- Drainage area boundary and size (obtained from topographic maps described above) and percent impervious cover within the drainage area (and in square feet) to be provided in electronic form at project completion;
- Calculations to determine amount of stormwater runoff which will be treated by facility (for guidance to calculate TN, TP, and TSS load reductions, please reference [http://dnr2.maryland.gov/ccs/Pages/funding/trust-fund\\_grants.aspx](http://dnr2.maryland.gov/ccs/Pages/funding/trust-fund_grants.aspx) **OR** simply list the type of practice proposed, the size of the practice, the total area treated by the practice, and the total area of impervious surface treated by the practice;
- Planting plan; and
- Site photos.

### **Category 3 budget requirements:**

- 1) a Professional Engineer to design the BMP and stamp the plans to submit to the DPIE;
- 2) up to \$2,000 for soil boring for practices that use infiltration (e.g., bioretention);
- 3) up to \$4,000 for an expert permit reviewer to help with the permit process (will be provided by the Grant Program Manager and DoE);
- 4) up to \$2,000 for permit edits and comments; and
- 5) up to \$5,000 for as-built plans.