



# Prince George's County Stormwater Stewardship Grant Program

FY 22 Request for Proposals

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Chesapeake Bay Trust

108 Severn Avenue, Annapolis, MD 21403

(410) 974 – 2941 ◆ [www.cbtrust.org](http://www.cbtrust.org)

# Prince George's County Stormwater Stewardship Grant Program

## At A Glance

### Program Summary:

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.

### Deadline:

November 18, 2021, at 4 pm EDT

### Eligible Project Locations:

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

### Request amounts are generally:

- Water quality projects (track 1) for \$50,000 to \$150,000
- Tree planting projects (track 2) for \$50,000 to \$100,000
- Citizen awareness and engagement projects (track 3) for \$5,000 to \$30,000

### Submit Your Application at:

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

### Contact:

Sadie Drescher, Director of Restoration Programs, 410-974-2941 ext. 105,  
[sdrescher@cbtrust.org](mailto:sdrescher@cbtrust.org)



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## Introduction

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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.

## Program Goals

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Funding partners seek projects that improve aesthetics of communities and treat the stormwater runoff that comes from various types of properties, thus reducing the 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 (e.g., reduction in loads of nitrogen, phosphorous, and/or sediment, and better habitat for wildlife).

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

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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 <http://www.princegeorgescountymd.gov/1247/Commitment-to-Business> for County based certified small business utilization 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.

## Eligible Project Types

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The Stormwater Stewardship Grant Program supports requests for water quality implementation projects (track 1), tree planting projects (track 2), and citizen awareness and engagement projects (track 3). Applicants interested submitting for both tracks 1 and 2 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" information below), and applicants for Track 2 are required to contact

the Grant Program Manager prior to the deadline. Finally, see Appendix A “New Applicant Guidance” for guidance on the steps needed to develop project ideas, obtain estimates for work, and compile the pieces needed for robust applications for applicants who are new to water quality projects (track 1).

## Track 1. Water Quality Projects

Request amounts are generally \$50,000 to \$150,000 or can be larger with prior approval

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

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

**Funding partners will also support tree planting projects on municipality property** in this track (for tree planting projects on other property types see track 2).

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 these water quality 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. Additional points for property type where the project is installed include:
  - Projects on other private property may be considered under certain conditions (e.g., high cost-effectiveness and/or high demonstration value)
  - Projects on private property must have landowner support that is described in a [Letter of Commitment](#) and should offer matching resources
- 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

### 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 and those new to water quality (track 1) projects.

Contact the Grant Program Manager, Sadie Drescher [sdrescher@cbtrust.org](mailto:sdrescher@cbtrust.org) or 410-974-2941 ext. 105 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) early in project development to ensure timely permit and inspection approvals during the course of the project, if awarded
  - 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
- Awardees 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 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 proposal:**
  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.
- 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 Trust programs 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, Geographic Information System (GIS), AutoCAD (Computer-Aided Design), 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, if available.



### 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 similarly scaled implementation projects of similar types (e.g., three projects 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 Residential Property and Support for Existing County Tree Canopy Programs**



Request amounts are generally \$50,000 to \$100,000 with an anticipated \$150,000 available in this track

**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 application, and requirements for reporting final products. If awarded, a kick-off 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 while mitigating the effects of climate change, Prince George's County has a goal to preserve, enhance, and restore tree canopy coverage. The County wants to green communities and build community resilience to extreme heat and urban flooding, caused by climate change, by increasing the number of trees planted and promoting 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 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 residential property, applicants may 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 20%. If you propose less than 80% of your tree plantings on individual residential property demonstrate in your application how this meets the County goals.

Because those working on residential tree planting projects often come to identify other property types on which increasing tree canopy is possible, applicants are also encouraged to consider adding an element to their proposal to identify sites such as public property or schools that would be eligible for several of the County's other tree planting 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 on the [Community Outreach Promoting Empowerment Section's](#) webpage that focuses on tree benefits and resources at <http://www.princegeorgescountymd.gov/512/Plant-Trees>.

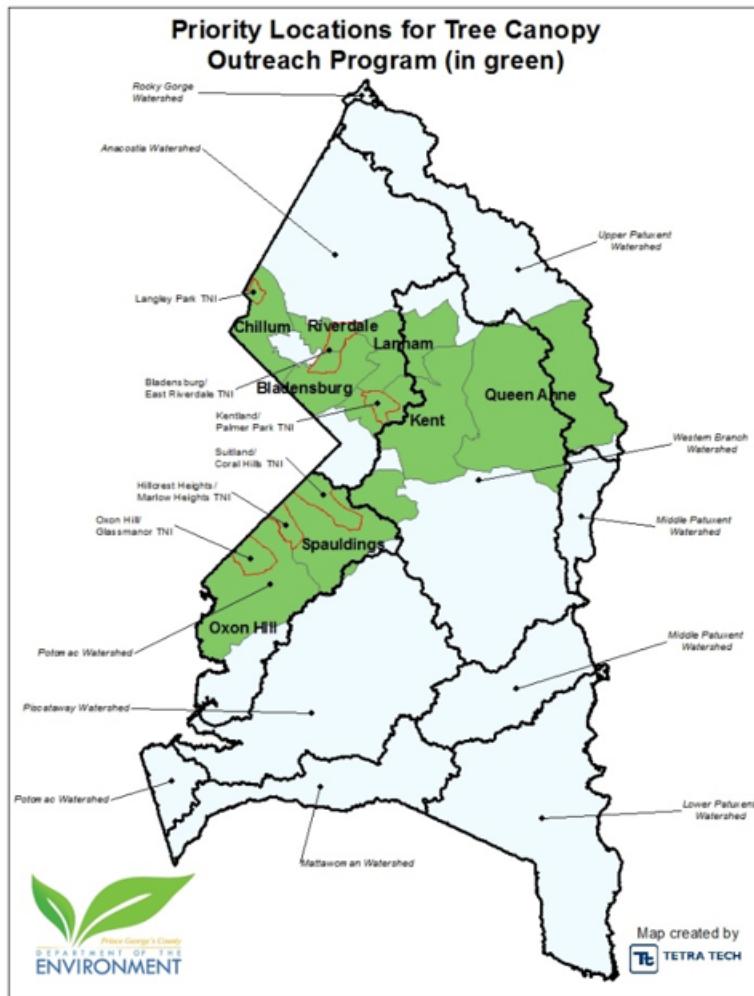
**The following section provides additional detail about the types of activities and budget requests that would be eligible:**

### **1) Tree Planting on Residential Property (at least 80% of the trees proposed to be planted)**

The following criteria will be used to evaluate projects:

- At least 80% of the trees must be planted on residential property. Up to 20% is allowable on other property types if framed as a demonstration project to result in residential landowners planting trees in the future. If you propose less than 80% of your tree plantings on individual residential property demonstrate in your application how this meets the County goals.

- Funding partners recognize a need to increase tree canopy on private property in areas with low tree canopy cover, and in underserved communities. Therefore, projects that plant trees in areas with low tree canopy and high heat vulnerability are preferred. Priority tree planting areas are shown in green in the figure below:
  - Proposals focusing on underserved communities with high heat vulnerability in priority areas will receive bonus points from reviewers in the “Consistency with RFP” criterion outlined in the “Criteria” section.
  - If awarded, funding partners will work with the grantee to finalize geographic areas served given the context of other similar projects and to avoid overlap.



- Trees and shrubs must be native species. Exact sizes will vary by species, but in general trees at time of planting should be 8 to 12 feet tall, with a 2.5-inch caliper and should be either ball and burlap or in a 25-gallon pot. Professional installation is recommended; if volunteers will be doing the planting DoE recommends having the holes pre-dug. Smaller trees may be used for demonstrations and/or volunteer training, but most trees planted should meet the size requirements. Shrubs must be at least three feet when planted and reach at least ten feet at maturity.
- 2 ½ inch caliper trees will be allotted a maximum budget of \$350 per tree to include tree, delivery, installation, soil amendment, tree diaper/gator bag, and/or mulch. Trees smaller than 2 ½ caliber will be considered on a case-by-case basis which means the applicant will contact the grant program manager to discuss and/or justify in the application for reviewer consideration. This amount does not necessarily include other costs to support the overall project. Trees are not to be staked except under special circumstances, e.g., stakes may be used to protect the trees from mowing, but the stakes should not be tied to the tree.

- Tree planting occurs from October 1 through April 30
- Two years of maintenance must be provided
- All trees and shrubs must have a one-year warranty from the supplier

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 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 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 consultant time to provide maintenance for two years (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 (diameter at breast height (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 Performance Metrics as well as the 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 once or twice a month) with staff of Prince George's County DoE's Sustainability Division 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 and
- 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., one time 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 through 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:
  - a. successfully planting trees on residential property (at least 30 residential properties)
  - b. successfully planting trees at a large scale (e.g., 100 to 200 trees per planting season)
  - c. reporting metrics regularly to funding partners
- maintaining trees; and
- managing contracts for the tree delivery and/or 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 applicants will be considered for this track.

### Track 3. Citizen Awareness and Engagement Projects

Request Amounts are generally \$5,000 to \$30,000 can be larger with prior approval

Funding partners will consider projects that engage citizens in cleaning up and preserving the County’s natural resources. Local governments will play a significant role in watershed restoration. However, given the high percentage of private landownership, individual citizens and neighborhoods must be part of the watershed restoration solution. Projects that increase citizen awareness of watershed issues and/or engage citizens in action projects to improve water quality in the County will be considered. In addition, projects that target a change in a specific behavior within a targeted audience that could lead to widespread adoption of key actions and water quality impacts will be considered.

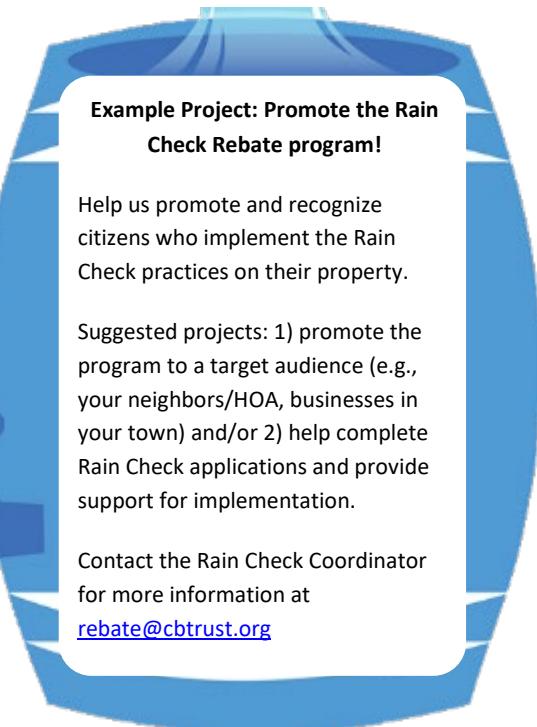
The funding partners strongly encourage proposals that are led by neighborhood associations and other community groups and non-profits that will engage their community members in clean water efforts.

Schools and education centers are encouraged to apply and should aim to increase awareness about local water quality and to promote actions that individuals can take to improve local waters.

**All engagement projects will demonstrate the ability to conduct the work and follow the latest COVID-19 safety precautions to ensure safety of the people involved in the project as the project’s primary priority.**

#### *Citizen Awareness and Engagement*

Citizen awareness and engagement projects include activities designed to educate community members and transform community members to future volunteers that engage in stewardship activities on their own. These are knowledge building projects that increase knowledge in a priority audience or on a topic where basic awareness level of the topic is not yet established. Examples of citizen awareness and engagement projects include education events promoting Best Management Practices for restoration and natural resource protection (e.g., completing Rain Check Rebate applications for individuals and/or businesses), environmental knowledge-building events (e.g., virtual event), communications products (print materials, online materials), other outreach and engagement techniques, stormwater practice installation and/or maintenance certification, and tuition to attend training courses. In addition, of particular interest to funding partners are applications that support the County’s existing and established programs such as the Rain Check Rebate program, DoE tree planting programs (see track 2 for details about the programs), pet waste management program, and stream adoption and clean ups.



Justify the selection of your awareness and engagement method and provide examples of similar, successful programs. Citizen awareness and engagement projects will consider the following:

- Audience: Identify a target audience (e.g., homeowner association members, business owners, youth groups, faith-based organization members). Show how the proposed project experience will increase their engagement in environmental issues and/or result in different actions taken by that audience.
- Message: Identify the intended message that will be provided to a target audience. The message should convey to the target audience why this project is important, what they can do, and where they can go for more information (e.g., install a rain barrel for education and to support the County stormwater program).
- Action: Consider what you want your audience to do and what different actions might be taken by the target audience.
- Method: Strong proposals will explain and justify the methodology used to deliver the message(s) to the target audience (e.g., training, innovative media). Strong proposals will focus the audience needs and desires and use convenient approaches for the target audience. Consider the potential barriers you and your audience may encounter. Gather and report data for Rain Check Rebate adoption rates.
- Outcome: Consider how to increase citizen awareness about environmental challenges and issues and build ownership of local natural resources. The goal is to engage more people and organizations in stewardship practices and projects. Think outside the box to engage new groups! Consider how your project could result in different actions taken by your audience. Develop a robust evaluation plan to measure your success and next steps needed.

## Evaluation Criteria

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

### **Most Important Criteria:**

- **Consistency with the Request for Proposals (RFP)** (Scale of 1 to 15): Is the project proposed consistent with the intent of the RFP and the track selected? If a track 2, tree planting project, additional points for projects in the underserved communities (see figure above) with high heat vulnerability.
- **Likelihood of Project Success** (Scale of 1 to 20): What is the likelihood of success if this project is funded? Success should be defined as the accomplishment of outcome(s) proposed.
  - Qualifications and Experience: Does the applicant have the necessary qualifications to conduct the work that includes the 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?
- **Sustainability** (Scale of 1 to 15): Has the applicant addressed future project sustainability? For restoration projects, will the project be well-maintained and continue to function as designed to provide habitat and water quality benefits? 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 needed to maintain the value of the project? How will the impacts of the work be felt after the award period has ended? If the project is a citizen awareness and engagement project, will the impacts of the work be felt after the grant period has ended?
- **Cost Effectiveness/Budget** (Scale of 1 to 20): Is the budget appropriate and cost effective? Are the line items budgeted justified in the project narrative? In-kind and cash match is not required but will be viewed favorably.

### **Important Criteria:**

- **Justification** (Project Need) (Scale of 1 to 10): 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?
- **Partnerships** (Scale of 1 to 10): 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), is a transfer of “ownership” to the community built into the project and the ability of the community to carry the work forward developed? Does the applicant provide letter(s) of commitment from project partners? View the Trust’s [Letter of Commitment Guidance and Policy](#). For tree planting projects (track 2), more points provided for planting in target areas.
- **Demonstration Value and Transferability** (Scale of 1 to 10): Does the project have demonstration value and/or transferability? How can this project be used as a model or pilot for future efforts? How will this project support the County?

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

### **Eligible Applicants**

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The Prince George’s County and the Trust welcome 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.*** Currently, 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.

### **Funding Availability and Timeline**

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**Funding Availability:** The funding partners anticipate funds available in FY 21 as follows:

- \$600,000 for Track 1 (Water Quality) and Track 3 (Citizen Awareness and Engagement) projects and
- \$150,000 for Track 2 (Tree Planting) projects.

**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 award or as determined in the award agreement. Requests to extend project completion period will be reviewed and considered on a case-by-case basis.

## Deadline

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Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EDT on November 18, 2021**. Late applications will not be accepted, and the online funding opportunity will close automatically and promptly at 4 PM EDT. Applicants are strongly encouraged to submit 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 technical assistance for our online system on the deadline date.

## Application Review Process

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Each project proposal application is reviewed and evaluated 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 project proposal applications based on the criteria in the “Evaluation Criteria” section above, then meets to discuss the application merits. The TRC then recommends a suite of applications to the Trust’s Board of Trustees. The Trust and funding partner reserve the right to fund projects and budget items that advance its mission and meet its specific funding priorities and criteria.

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 application, the Trust provides historical application approval rates for the same or similar programs. The average approval rate from the last six rounds in this grant program is 54%, this includes both fully and partially funded applications.

## Awards and Notifications

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All applicants will receive a letter stating the funding partnership’s decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send an award agreement with award conditions and due dates of status, progress, and final reports. The Trust will send the first award payment to the requesting organization following: satisfaction of any phase 1 payment award contingencies, including upload of the signed award agreement. Ten percent of the total award will be held until the final report is submitted and approved. In cases where the awardee fails to submit a status report, progress report, 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 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.

The FY 22 Prince George’s Stormwater Stewardship awards will be announced in March 2022.

## Contact

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For technical assistance contact the Award Program Manager, Sadie Drescher, at (410) 974-2941 ext. 105 or [sdrescher@cbtrust.org](mailto:sdrescher@cbtrust.org).

## About the Chesapeake Bay Trust

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The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over \$130 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages applications directly from underrepresented groups, and for projects that increase awareness and participation of communities that are traditionally underrepresented, such as communities of color. For a full description of the Trust's efforts to engage under-engaged groups, see our strategic plan at [www.cbtrust.org/strategic-plan](http://www.cbtrust.org/strategic-plan) and <https://cbtrust.org/diversity-inclusion/>.

## Narrative Questions

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You will upload a MS Word or PDF file not to exceed five (5) pages of text, excluding photos or materials such as Letter(s) 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 the outline for 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 system.

- 1) **Track:** Identify the track to which you are applying.
  - a. Track 1: Water quality projects (this is a restoration/implementation project)
  - b. Track 2: Tree planting projects
  - c. Track 3: Citizen awareness and engagement projects
- 2) **Objectives and Background:** What are the project objectives? Describe the project background. Why is this project needed? How was the project identified? Why will this project be successful?
- 3) **Outputs and Outcomes:** Please describe your project's output(s) and outcome(s). Describe your anticipated major obstacles for your outputs and outcomes and how you will overcome any obstacles to the project.

For this RFP we define project output and outcome as:

- **Output:** The immediate results of the work which is being completed (e.g., how many people attended a Rain Check Rebate training and now clearly understand the importance of the Rain Check Rebate program OR how many trees were planted in the neighborhood and are being maintained).
- **Outcome:** The change that is prompted as a result of the output listed above (e.g., training session attendees mobilized their community to install rain barrels using the Rain Check Rebate program

OR there is less stormwater entering the stormwater inlets because the new, well-maintained trees are absorbing stormwater and there is more tree canopy habitat for birds).

**4) Qualifications and Experience:**

- a. All Tracks: 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.
- b. For Tracks 1 and 2: In the last five years, provide past project examples for water quality implementation projects (track 1) and provide two past project examples for tree planting projects (track 2).

**5) Contractors:** If hiring a contractor, applicants are encouraged to have either already obtained cost estimates or quotes from at least three service providers prior to completing the application, indicate in the proposal that at least three estimates or quotes were or will be obtained

- a. Has/will a contractor be hired and has a contractor been selected? (Yes or No)
- b. If you answered "Yes" that a contractor has or will be hired, describe your contractor selection process, including justification and background of the selected contractor. If using a bid process, describe the process.

**6) Community Context and Demographics:**

- a. Community Context: Connect existing projects, resources, and collaborators to support your project. The best projects will connect to other existing watershed stewardship efforts. Indicate how this project fits into other environmental stewardship activities.
- 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. 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). Cultural competence involves understanding and appropriately responding to the unique combination of cultural variables which entails the integrated patterns of human behavior such as language, thoughts, actions, customs, beliefs and institutions of racial, ethnic, social, or religious groups that the community or population bring to interactions.
  - i. Provide your organization's experience working within the specific communities that you will be prioritizing.
    - If you have not had significant experience within your prioritized demographic, explain how you intend to address this issue.
  - ii. If the lead applicant is not a member of the community served by the project: (e.g., an external non-profit doing work on land owned by another entity):
    1. describe how "ownership" will be transferred to the community served by the project and how the ability of the community to carry the work forward will be developed and
    2. provide your organization's experience working within the specific community to be served.

**7) Sustainability:** The Trust aims to invest in projects that have the longest potential longevity, after the grant period is over. 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 its long-term value and how will you ensure its long-term value is maximized?

If the project or program will need ongoing financial resources to maintain its value, provide an abbreviated plan describing how the project will be sustained beyond the term of the proposed funding request.

- 8) **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 more than regulatory requirements (i.e., 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.

- 9) **Staying safe during the latest stage(s) of the coronavirus (COVID-19) pandemic:** Considering the current stage/state of the COVID-19 pandemic, how will your project address this obstacle to safely conduct the work outlined in this application?
- 10) **Track 1 Water Quality Project Required Technical Information:** 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 Track 1 project, enter “not applicable” for your response and proceed to the next question.

- a. Site Plan and Project Design (unless requesting design funds) to include:
  - i. Project address;
  - ii. Site photos;
  - iii. Planting plan
    - Include a list of native plants
    - Funding is restricted to native species only;
  - iv. Existing conditions of the site;
  - v. Project design or conceptual plan, if designs are not complete;
  - vi. Drainage area boundary and size and percent impervious cover within drainage area;
  - 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 BMP type of practice proposed, the size of the BMP 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(s) of Commitment; 2) provide a long-term maintenance plan (> 2 years); 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. For guidance on maintenance, see the Trust’s [maintenance plan template and resources](#) which include training videos.

- 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. Water Quality 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:
  - i. a Professional Engineer to design the implementation project/BMP and stamp the plans to submit to the Department of Permitting Inspection and Enforcement (DPIE);
  - ii. up to \$2,000 for soil boring for practices that use infiltration (e.g., bioretention);
  - iii. 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);
  - iv. up to \$2,000 for permit edits and comments; and
  - v. up to \$5,000 for as-built plans.

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

If you do not have a Track 2 project, enter “not applicable” for your response and proceed to the next question.

- a. Trust Contact Date: Provide the date you contacted the Grant Program Manager.
- b. Project Summary: Describe what your project will accomplish.
- c. Methods: Describe how you will accomplish the project. Include your planting plans including the list of species to be planted and sizes, experimental design, implementation strategy, and additional details that will ensure success.
- d. Permission and Maintenance: Demonstrate how you will attain the following: 1) the owner of the property allows the project; 2) a one-year warranty from the supplier; 3) identify the party responsible for maintenance; and 4) the project will be maintained for two years after implementation.
- e. Audience: Describe your audience. How will you engage the audience?
- f. Communication: Describe how you will communicate your findings to the intended audience.
- g. 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. Does your project include interpretive signage?
- h. 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 during the project?
  - i. Evaluation: Describe how you will evaluate the success of your project?
  - j. 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.

**12) Track 3. Citizen Awareness and Engagement Projects:** Provide information for your project.

If you do not have a Track 3 project, enter “not applicable” for your response.

- a. Goal: Describe how proposed project outputs (as described above in #3) will lead to the proposed outcomes (again described above in #3). Provide a detailed explanation about what your project

will do to meet the goals of this RFP and engage Prince George's County neighborhoods in the improvement of water quality and habitat (e.g., mobilize neighborhoods to install stormwater practices and use the Rain Check Rebate program, reduce stormwater that enters the stormwater inlets, and/or provide urban dwelling for birds and insects with more tree canopy habitat).

- b. Background and History: Describe the project background. Why is this project needed? How was it identified? What was the impetus? Have you completed previous projects and if so, how does this project build on previous work?
- c. Project & Community Context: Describe how this project supports the broader goals of your organization. The best projects will connect to other existing watershed efforts. Describe how your project fits into other stewardship activities already underway.
  - i. Guiding questions/comments to support your response for project context include: Do you have an outreach plan, a communication plan, or watershed plan to use as a starting place for this project? If so, how does this project support that plan?
  - ii. Guiding questions/comments to support your response for community context include: For example, are neighboring homeowner's associations who may already be undertaking environmental activities going to be engaged in the project? For a list of Trust-funded projects in the area, see the Trust's annual reports online at: <https://cbtrust.org/annual-report/>.
- d. Audience: Define your priority audience(s). Think about the types and groups of people most relevant to your goal. Who is most likely to benefit from your message and/or most likely to transfer the message to others?
- e. Message: Identify the intended message of the project (e.g., increase Rain Check Rebate participation). State the message in your own terms, as if you are writing it for your priority audience. Think about why this project matters to the audience and make sure that is in your message.
- f. Action: What action do you want your intended audience to take? What are the potential barriers that you might encounter and how will you overcome them?
- g. Method: Clearly explain and justify the methodology/tactics chosen to deliver the message to the priority audience(s).
  - Explain why the tactics are an effective way to reach your priority audience(s). You are encouraged to rely on known outreach, engagement, and media best practices.
  - Provide examples of similar programs that have demonstrated success and reference your organization's experience with these tactics. Examples include but are not limited to trainings, innovative media, individual outreach, demonstration planting projects, etc.).
  - If engaging to increase Rain Check Rebate participation, commit to working with the Trust to gather and report the adoption rate (number of people reached and number of Rain Check Rebate applications approved, for example).
- h. Evaluation: How will you evaluate your project's success?

## Budget Instructions

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### Financial Management Spreadsheet – Application Budget Upload

You will be asked to upload your budget using the "Application Budget" worksheet of the Chesapeake Bay Trust's **Financial Management Spreadsheet** (FMS), an excel file template. The template can be found by visiting <https://cbtrust.org/forms-policies/> where you can also watch a video with instructions on how to complete the FMS.

### Financial Management Spreadsheet – Application Budget Information

This online application component will ask you to enter budget category and request totals. These totals will be automatically calculated in the FMS Application Budget; therefore, you only need to copy and paste the

values from the FMS to the online application. 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.

### **Additional Budget Justification**

This online application component will ask you to provide a descriptive budget narrative to justify and explain costs. If the success of the work is contingent upon award of other funds, make this clear in your budget justification.

## **Online Application Submission Instructions**

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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/prince-georges-stormwater-stewardship-2/> and click on “Get Started” to begin a new application. This will open a new window asking you to log in or create an account on our online system. If you have applied in the past, use your existing username and password (if you have forgotten either of these use the ‘forgot password’ feature). If you have not used our online system before, click on “New Applicant” and follow the instructions.

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 pm on November 18, 2021**. Late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 pm.

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.

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

### **Online Application Form**

You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. Refer to the online application for details.

- Eligibility Quiz
  - This three-question quiz is meant to assist you in determining if your project meets the requirements of this award program and that your staff/organizational structure best supports a successful application.
- Applicant Information Tab
  - Provide the organization’s name, mailing address, phone number, organization type, mission, EIN number, and 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.

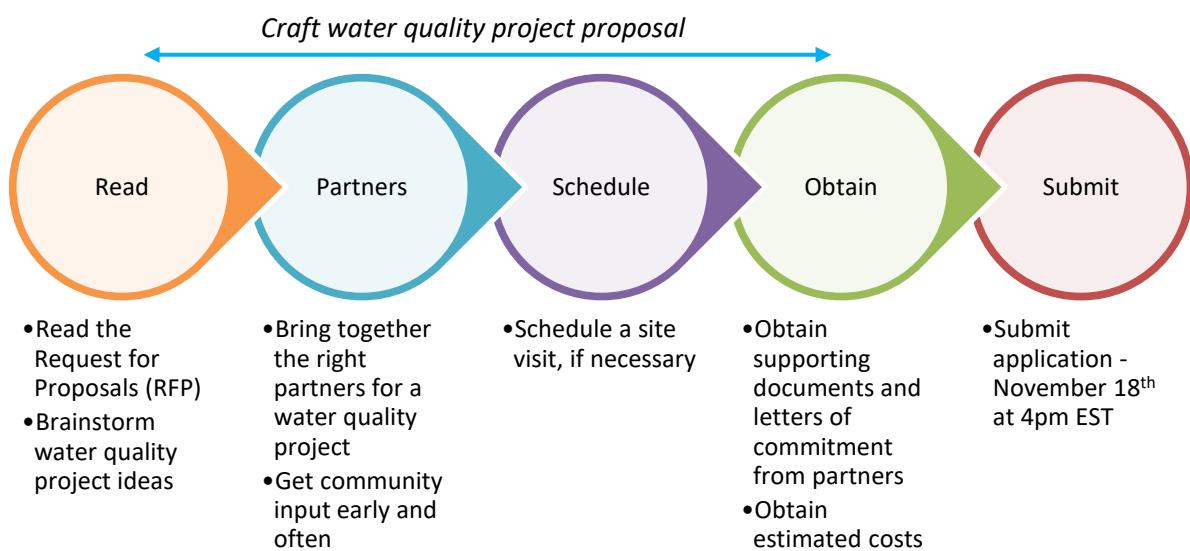
- The Executive Officer and Project Leader must both be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application.
  - The Executive Officer is the individual that oversees the organization (e.g., Executive Director, Chief Executive Officer, Mayor, President or Vice President, Principal (for schools), etc.) and has the authority to sign/execute award agreements on behalf of the organization. The Executive Officer information is tied directly to all the organization's applications and should not vary from application to application. If the Executive Officer could be listed as the Project Leader in a future proposal, we recommend listing a Board Member or other higher-ranking position of the organization as the Executive Officer in order to reduce the variation in the Executive Officer across applications.
  - The Project Leader will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The email address entered here MUST be the same as the email address you used to log in to the online system. The Project Leader is the primary point of contact for the application, and the email address used to submit the application via the online system must be that of the Project Leader. Applications in which the email address associated with the Project Leader in the applicant information tab of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors or other project partners. If at any time the Project Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Leader.
  - To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.
- Project Information Tab
  - Provide a project title; project track; project abstract; the watershed, county (Prince George's County), and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.
- Timeline Tab
  - Add your project start and end dates. Provide a project timeline that includes major tasks and their associated start and end dates.
- Deliverables Tab
  - Provide estimated metrics for your proposed project such as project participants and outreach and restoration outputs. Only complete those deliverables that are appropriate for your project (i.e., some deliverables will not apply).
- 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. To better understand the Trust's definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: [www.cbtrust.org/forms](http://www.cbtrust.org/forms).
  - All awardees 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.
- Narrative & Supporting Documents Tab
    - Upload a Microsoft Word or PDF file that contains your answers to the narrative questions found in the "Narrative Questions" section of this RFP. Upload additional supporting documents, if needed/required.
  - Budget Tab
    - Upload your application budget, provide budget category and request totals, and provide additional budget justification. Use the Trust's Financial Management Spreadsheet and fill out the "Application Budget" worksheet. Refer to the "Budget Instructions" of this RFP.
  - Terms and Conditions Tab
    - Agree to the specified terms and conditions for the program for which you are applying.

## 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 (track 1 project). 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 works 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 mission. 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. **Applicants 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 can be done remotely where one person is at the site and the others join virtually OR site visits can be done at different times (e.g., to navigate safely during COVID-19 and still see the site in person).
  - 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 Proposals to determine what minimal elements are needed.
  - ii. These minimal elements are the basics needed for a water quality project design that can 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 a firm's scope of work and estimated cost.

## Appendix B: Design Guidelines and Information to Gather and Submit with Your Application

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These guidelines provide applicants 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/or 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.

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 to, contact the Trust 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 project timeframe. Depending on the permit type being required, DPIE may have additional requirements other than those listed in this Appendix.

Awardees 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 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 water quality implementation project/BMP and stamp the plans to submit to the Department of Permitting Inspection and Enforcement (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 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 Trust 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*

- Reforestation projects (tree planting)
- Riparian buffer plantings
- 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

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

- BMP type(s) and size(s)
- Site map showing project boundary (this could be a snip on Google Maps with locations drawn in using editing tool) and the site's address and/or latitude and longitude coordinates
- Site photos
- Planting plan and native plant list. Funding is restricted to native species only. Cultivars of native plants are not preferred if straight native plant species are available. View the Trust's [native plant resources](#).
- 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). For guidance on this, see the Trust's [maintenance plan template and 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. For guidance on this, see the Trust's [Letter of Commitment and Guidance Policy](#).

#### 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

- BMP type(s) and size(s)
- Site map showing:
  - Property boundaries, project boundary, and the site's address and/or latitude and longitude coordinates
  - Mapped utilities and roads
  - Proposed design (grade changes, drainage structures, rock placement, piping, and underdrains, etc.)
  - 2-foot topographic data. This is available in GIS format from [Maryland's Environmental Resources and Land Information Network \(MERLIN\)](#) and/or from the Prince George's County GIS and planning offices and/or the [Water Resources Registry](#)
  - Drainage area boundary, including drainage area size (obtained from topographic maps described above and provided in square feet), percent of impervious cover within the drainage area, and size of the proposed project. Estimate the total area of impervious surface treated (in square feet) by the project. Report the following:
    - Amount of stormwater runoff which will be treated by the BMPs. To do this, simply list the type of practice proposed, the size of the practice, the total area treated by the practice **OR** amount of nutrients/sediment reduced by the BMPs

- (calculate TN, TP, and TSS load reductions using existing guidance, calculators, and/or professionals in the field)
  - Total area of impervious surface treated by the practice
  - Survey information, marked on site map, of the surface water intake (where runoff enters your project area) and project outfall (where you would like water to exit your project area)
  - Proposed design - plan view (this should show the approximate existing and proposed elevations of the project area)
- Site photos
- Planting plan and native plant list. Funding is restricted to native species only. Cultivars of native plants are not preferred if straight native plant species are available. View the Trust's [native plant resources](#)
- 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). For guidance on this, see the Trust's [maintenance plan template and 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. For guidance on this, see the Trust's [Letter of Commitment and Guidance Policy](#)
- Soil survey mapping and field confirmation of soil drainage class. Use the USDA [Natural Resources Conservation Service Web Soil Survey](#) and/or the [Watershed Resources Registry](#)
- Soil borings/results for proposed infiltration practices (if an infiltration practice is proposed, soil borings should be included in the budget at up to \$2,000)
- Detailed earthwork volumes (existing soil to be removed, bioretention soil to be added, etc.)

### **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
- Stormwater retrofit projects (conversions and structural changes)
- Wetland and marsh enhancement/restoration/creation projects
- Coastal plain outfall, stormwater conveyance, or floodplain restoration projects

#### *Category 3 Design Requirements*

- BMP type(s) and size(s)
- Site map showing:
  - Property boundaries and the site's address and/or latitude and longitude coordinates
  - Mapped utilities and roads
  - Field-run topographic survey of existing conditions
  - Proposed design (grade changes, drainage structures, rock placement, piping, and underdrains, etc.)
  - Field-run topographic survey of existing conditions
  - Proposed design - plan view (this should show the approximate existing and proposed elevations of the project area)

- 2-foot topographic data. This is available in GIS format from [Maryland's Environmental Resources and Land Information Network \(MERLIN\)](#) or alternately from some county GIS and planning offices and/or the [Water Resources Registry](#)
- Drainage area boundary, including drainage area size (obtained from topographic maps described above and provided in square feet), percent of impervious cover within the drainage area, and size of the proposed project. Estimate the total area of impervious surface treated (in square feet) by the project. Report the following:
  - Amount of stormwater runoff which will be treated by the BMPs. To do this, simply list the type of practice proposed, the size of the practice, the total area treated by the practice **OR** amount of nutrients/sediment reduced by the BMPs (calculate TN, TP, and TSS load reductions using existing guidance, calculators, and/or professionals in the field)
  - Total area of impervious surface treated by the practice
- Mean high water, full pool elevation, bankfull (as applicable to the project type)
- Soil survey mapping and field confirmation of soil drainage class. Use the USDA [Natural Resources Conservation Service Web Soil Survey](#) and/or MD soil survey by County is online at <http://www.nrcs.usda.gov/wps/portal/nrcs/surveylist/soils/survey/state/?statelId=MD> and/or the [Watershed Resources Registry](#)
- Soil borings/results for proposed infiltration practices
- Detailed earthwork volumes (cut, fill, stockpiled, etc.)
- Site photos
- Planting plan and native plant list. Funding is restricted to native species only. Cultivars of native plants are not preferred if straight native plant species are available. View the Trust's [native plant resources](#)
- 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). For guidance on this, see the Trust's [maintenance plan template and 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. For guidance on this, see the Trust's [Letter of Commitment and Guidance Policy](#)

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 Trust and DoE);
- 4) up to \$2,000 for permit edits and comments; and
- 5) up to \$5,000 for as-built plans.

Summary: The most successful applications will provide detailed information for projects that are furthest along in the design, engineering, and/or permitting process. If you do not have some of the information listed for the category your project falls under, then state why you do not have it and if integral to the project's success should it be funded, state how you will attain the required information. However, if you are just getting started with restoration efforts or with your project, we will consider your restoration project with the following minimum requirements. Contact the Trust for assistance.

Minimum requirements for restoration projects:

- Provide an overview of your restoration project including any details that will help reviewers see what you plan to do, where your project is located, the scope/size of your project, and the output(s)
- For water quality implementation projects/stormwater BMPs (e.g., rain gardens, bioretentions) provide the practice type, size of the practice, contributing drainage area, and amount of the contributing drainage area that is impervious surface.