Chesapeake Bay Trust and Maryland State Agency 2019-2020 Watershed Assistance Grant Program

AT A GLANCE

The Watershed Assistance Grant Program will offer grants for design of watershed restoration and protection projects or planning and programmatic development projects. Projects should support Watershed Implementation Plan Milestones. Design requests will be accepted for the full suite of nonpoint source best management practices. Planning and programmatic project requests may include watershed characterization, survey, assessment, action plans, studies, program development, or financing strategies that build local capacity.

This grant program welcomes applications for projects in all areas of the state of Maryland.

Funding:
Requests will generally be less than $75,000.

Match Requirement:
Match is encouraged but not required.

Deadline:
Thursday, August 29th, 2019, 4pm

Submit Your Application by Following instructions at:
https://cbtrust.org/watershed-assistance/

Contacts:
Emily Stransky
(410) 974-2941 ext. 101
estransky@cbtrust.org

Phillip Stafford
(410) 260-8720
phillip.stafford@maryland.gov

I. Introduction

The Chesapeake Bay Trust (CBT) and the Maryland Departments of Natural Resources (DNR) and Environment (MDE) welcome requests from local governments and non-profit organizations for assistance with the earliest phases of watershed restoration projects. Support is available for watershed restoration project designs and for watershed planning and programmatic development. The ultimate goal of the projects funded through this opportunity will be improved water quality in the Maryland portion of the Chesapeake Bay watershed, the Maryland portion of the Youghiogheny watershed, and the Maryland Coastal Bays and, specifically, progress towards goals of the Watershed Implementation Plan (WIP) process. This opportunity is intended to enhance local engagement in near-term WIP goals.

About the Watershed Implementation Plan Milestones

The strategy for restoring our watersheds has involved states and local jurisdictions to identify Milestones to be reached in two-year increments. In early 2018, local jurisdictions submitted Two-Year Milestones to MDE for the 2018-2019 Milestone period. For information on the 2018-2019 Milestones, please click here. The local Watershed Implementation Plan (WIP) Milestones reflect the near-term commitments of Maryland's partners in the collaborative effort to restore the Chesapeake Bay and our local rivers, lakes and streams.

Goal of this Funding Opportunity

By funding the earliest phases of watershed restoration projects and planning, the funding partners aim to provide local governments and non-profit organizations the ability to position themselves to quickly advance implementation work. The funding partners hope the products of grants funded under this opportunity will enable grantees to:

- Leverage resulting designs, plans, or projects to craft future proposals for implementation funding to the Maryland Chesapeake and Atlantic Coastal Bays Trust Fund, grant programs at the Chesapeake Bay Trust, or other sources of support;
- Develop deliverables that will implement Watershed Implementation Plan (WIP) strategies;

All projects must support implementation of local Milestones developed to advance the Watershed Implementation Plan strategies. WIP strategies include a wide range of practices and project types, and contributors to these strategies may include a variety of partners and types of lead organizations. Projects that cross watershed boundaries should consider Milestones of both jurisdictions. For projects in jurisdictions that have not yet developed Milestones, jurisdictions can submit new milestones and updates to existing milestones prior to the close of this grant solicitation. New or modified milestone submissions should be sent to MDE directly. Non-profit applicants should have a letter of commitment from the local government(s) indicating a willingness to add or reflect the proposed project in Milestones submitted to MDE. Applicants with questions on this topic or about how projects can inform or contribute to WIP strategies are encouraged to contact Trust or

DNR staff using the contact information listed below in Section VI. Applicants with questions about the WIP process are encouraged to refer to MDE's webpages here.

The Watershed Assistance Grant Program is one element of the State of Maryland's Watershed Assistance Collaborative. The Watershed Assistance Collaborative includes other opportunities for local governments and non-profit organizations, such as training events and programs for watershed restoration financing and planning.

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 directly from under-represented groups and for projects that increase awareness and participation of communities that are traditionally under-represented, 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.

II. Eligible Project Types and Criteria

The Trust funds two types of projects in this program: the Project Design track and the Watershed Planning and Program Development track. Applicants in both tracks are strongly encouraged to contact Trust DNR staff early during project idea development.

Project Type 1 – Project Design

Applicants may request funding to create construction-ready designs for specific watershed restoration projects identified in the WIP Milestone commitments submitted or anticipated to be submitted to MDE by local jurisdictions. The strongest design proposal will request funds to develop 100% design(s) and specifications for the top priority project(s) listed in an existing detailed watershed action plan. For projects that are not specifically identified in a detailed watershed action plan or that are not among the top priority projects, additional justification for project and/or site selection must be provided. A strong design proposal would also take into account land uses upstream of the project and any upstream restoration activities or other changes in land use.

Eligible project types include bioretention cells, large-scale rain gardens, other low impact development stormwater techniques, environmental site designs, stream restoration, wetland and marsh creation, and any of the suite of agricultural water quality best management practices. Although water quality and water quantity problems often intersect, proposed projects that deal solely with water *quantity* issues will not be competitive in this program. Vegetation included in designs must be native. Applicants must explain why a particular technique was chosen relative to other techniques; it is strongly encouraged that the most cost-effective technique is used unless otherwise justified, see below for additional information related to the required alternative analysis.

The output of the grant award, i.e., the design and specifications, must be permittable by the Maryland Department of the Environment and all other appropriate local, state, and federal entities. Applicants are strongly encouraged to contact the appropriate department at MDE during the conceptual design phase. Appropriate departments can be identified through MDE Permitting and Customer Service (410-537-3772).

Please note, while generally funding requests will be less than $75,000, **stream restoration** design projects may request up to $200,000.

The proposed project application must include:

- A conceptual site plan sketch, a map of the drainage area that the proposed design will treat, and a photo of the restoration site.
  - The drainage area map should delineate the location of impervious surfaces and should also indicate the land use, such as agricultural, residential, or commercial.
- An alternatives analysis.
  - The analysis should outline the different strategies or techniques that were considered for the site in question and the reasons why those strategies were dismissed. If a watershed plan on which the project is based includes an alternatives analysis, please refer to that information. If a watershed plan does not include a discussion of alternative approaches, new information must be included.

Consider where in the watershed a proposed practice is to be placed: e.g., upland closer to the source of nutrient/sediment inputs versus in-stream. Be advised that in-stream projects will likely entail significant permitting requirements.

- Letters of Commitment, when necessary to describe a specific partner's role in the project. Please refer to the Trust's Letter of Commitment Guidance and Policy document, located here. General letters of support from entities or individuals not specifically involved in the project are not encouraged.
  - Projects on individually owned private land will be considered. For projects planned on properties owned by an entity other than the applicant, or for which access is required for construction or maintenance, a letter must be attached stating that permission has been granted by each entity owning the affected land. Proposals that demonstrate long-term commitment to keep and maintain the project will receive more favorable reviews.
- A scope of design work with a detailed budget from a qualified contractor.
  - Include the qualifications of the groups proposed to undertake the design work.

Project Type 2 – Watershed Planning and Program Development

Applicants may request funding for specific projects identified in the existing Programmatic Milestones submitted to MDE by local jurisdictions, including projects addressing legal authority development or enhancement, organizational enhancement, watershed characterization, watershed action plans, or resource enhancement. Local entities may use these funds to help establish local area planning goals and/or to support their participation in the jurisdictions' planning efforts to advance Phase III WIP goals. Watersheds and topics of focus can be predominantly agricultural, urban, suburban, or any combination of these. Planning efforts may focus on one or more of the activities (A-E) found below. Please note that all of the criteria itemized under each area of activity must be answered in the applicant's proposal to be considered for funding. Applicants are strongly encouraged to contact Trust or DNR staff prior to applying to discuss spatial and geographic scale (for watershed planning projects). The proposal should address one of the following five areas of activity with the ultimate intent of accelerating the reduction of nutrients and sediment loads. For all projects, scopes of work must clearly articulate deliverables and include detailed budget requests. Before submitting a project in the watershed planning and program development track, please determine whether a watershed plan already exists for all or part of your watershed.

Funding requests for watershed planning and program development will generally be less than $75,000.

A. Watershed planning – assessment phase
   - Funds are available for the following: watershed characterization, watershed survey, and stakeholder engagement
   - Such projects should establish a baseline of watershed conditions from which progress can be evaluated and create a framework for and identify future restoration and protection actions.
   - For small study areas, the strongest proposals will demonstrate partnerships with other entities (e.g. county agencies and watershed groups) to ensure that the project integrates with a larger watershed plan.

B. Watershed planning – action plan phase
   - Applicants may request funds for watershed action plans in cases in which watershed assessment has been completed or as a second phase of a proposal that includes watershed assessment.
   - For small watersheds, strongest proposals will demonstrate partnerships with other entities (e.g. county agencies and watershed groups) to ensure that the project integrates with a larger watershed plan.
   - Once created, watershed action plans should include:
     - elements such as prioritized, specific restoration and protection activities, green infrastructure plans, and strategies to anticipate future land use and growth. Watershed action plans should also address expected implementation costs.
     - a range of prioritized projects at multiple cost scales to maximize potential for accomplishment given the range of funding sources.
     - an alternatives analysis for each project, defined as a justification for recommended strategies

or restoration techniques based on such factors as 1) total cost, 2) cost per pound of nutrient/sediment reduced or habitat enhanced, and 3) location of installed practice. These justifications should discuss the range of strategies or techniques that were considered and the rationale for choosing the recommended approach for each action project identified.

C. Financing strategies to assist in watershed action plan implementation
- In cases in which a watershed assessment has been completed and watershed action plans have been created, funding may be requested through this opportunity to develop financing strategies for the implementation of those watershed action plans.
- Elements that may be the focus of the financing strategy may be restoration project construction, new programs, program enhancements, or other capacity-building needs.

D. Policy Development or Enhancement
- In cases in which a watershed assessment has been completed and watershed action plans have been created, funding is available for activities necessary to develop or enhance ordinances or other tools needed to advance local Bay restoration actions.

E. Organizational Enhancement
- Funding is available for developing new programs, enhancing existing programs (e.g., local implementation accounting process) or establishing new institutional frameworks that promote internal and external stakeholder coordination (workgroups, advisory groups). Examples include development of restoration prioritization strategies; implementation of new technical methods; research and studies to support organizational enhancements; development of written policies, procedures or guidance; creation or implementation of systems to promote accountability; training focused on addressing barriers to and innovative ideas for implementation of nutrient and sediment reduction programs; aspects of compliance monitoring and assistance and of inspections and enforcement programs.
- Applicants interested in an organizational enhancement proposal should contact DNR staff listed below in Section VI.

*For applicants seeking funds for public engagement initiatives to support programmatic Milestones please refer to the Trust's other grant programs that directly address outreach and community engagement activities.

Evaluation Criteria - The following criteria will be used by external technical expert reviewers to evaluate applications. We recommend reviewing your proposal or having a colleague review your proposal against these criteria before you finalize it to ensure that you have addressed all the relevant criteria.

- General Quality of Proposal (1-10 points) – What is the level of completeness and attention to detail? Has the applicant answered all appropriate narrative questions? Does the applicant include all required supporting documents, such as contractor scope of work, concept plan, etc., when applicable?
- Justification (Project Need) (1-15 points) – Does the applicant address: existing watershed plans, land use upstream, alternatives analysis (factors to consider in the alternatives analysis: design cost, project implementation cost, cost per pound of nutrient/sediment removed, and where in the watershed the problem is to be addressed – i.e. headwaters, contiguous with past restoration efforts), or how the project will accelerate local future restoration? Was a local two-year Milestone identified?
- Likelihood of project success

  A. Cost-effectiveness (1-15 points) - How cost-effective is the project in terms of impervious acres treated and pounds of nutrients reduced? For certain types of practices that are common in this grant program, funders are providing the context of successful proposals in the past; see the table below. The majority of funds for this program are reserved for proposals that fall in these cost-effective ranges; however, some dollars will be reserved for projects that have other values such as habitat and social values. Please note, while approved projects have fallen within these ranges, each round is different in terms of competitiveness. Applicants are encouraged to aim for the lower end of cost-effective ranges (most cost-effective) in order to be most competitive.

  The table below provides dollar ranges in which approximately 75% of proposals in the past two rounds were funded. Proposals that are above that range (less cost-effective) should justify a) why the project costs more and should still be funded and b) any other values that are present (like habitat or social) that justify funding a proposal greater than the ranges below.

Practice Type	**Linear Feet to be Designed**	**Impervious acre treated**	**Drainage area planned (acres)**	**Lb N Reduced**	**Lb P Reduced**	**Lb S Reduced**
Stream Restoration	$14-67 per ft	$180-16,500 per acre		$23-626 per Lb	$70-1000 per Lb	$125-6,200 per ton
Stormwater projects (rain garden, bioretention, bioswale)		$6,300-55,000 per acre		$21-6,600 per Lb	$260-37,000 per Lb	$8-200,000 per ton
Living Shoreline	<$50 per ft	<$4,000 per acre		<$200 per Lb	<$2,000 per Lb	<$800 per ton
Wetland Restoration		<$2,200 per acre		<$150 per Lb	<$300 per Lb	<$1,000 per ton
Watershed Planning			<$500 per acre			

B. Technical Soundness (1-15 points) – Is the project technique being implemented appropriate and will the technique address the issues as planned (if design, consider practice size vs drainage area, and whether the practice type is the right one to be implemented)? If design, does the applicant describe why a separate design step is warranted for the project?

C. Stakeholder Involvement (1-15 points) – Applicants who have not procured landowner permission, as demonstrated through a landowner letter of commitment, will get zero points in this category. Applicants who have met with appropriate regulatory agency and have had a pre-application meeting will be scored more favorably. Proposals in which additional partnerships seem to be needed to be successful will get more points if those partnerships are articulated.

- Demonstration Value (1-5 points) – Does the project have demonstration value and/or transferability?
- Sustainability (1-10 points) – Has the applicant addressed future project sustainability? Is there a commitment to maintenance once implemented?
- Budget (1-15 points) – Is the budget appropriate? Is there in-kind and cash match being applied to the project?

III. Budget Information – Eligible/Ineligible Items, Match Requirements

Eligible budget items include, but are not limited to:

- Staff time and consultant costs: Staff and consultant time that directly support project-related tasks will be considered upon review of a detailed description of the deliverables, scope of work, and hours spent per project task by a proposed staff person(s) and/or consultant. Benefits must be listed in a separate line (do not combine with salary) and hours and the percent time devoted by each staff member to the project must be shown. Salary costs must match payroll costs: Hourly rates may not include any other cost, such as benefits or indirect costs. Those costs, if requested, must be listed separately.
- Indirect costs: this line item may not exceed 10% of the sum of direct costs requested. Indirect costs cannot be included in salary line requests. Please refer to the Trust's Indirect Cost Rate Policy document for clarification.
- Permitting costs: Costs related to submitting permits for project designs.
- Other costs associated with developing a project design, watershed plan, or program, upon justification of costs.
- Only projects within the State of Maryland are eligible for this grant opportunity.

Ineligible budget items include, but are not limited to:

- Costs associated with lobbying and political activity.
- Projects or programs that are wholly required by a separate Federal, state, or locally issued permit, decree, or enforcement action cannot be supported through this opportunity, with the exception of goals in relation to the WIPs (see above). In some cases, funding partners may elect to fund optional portions of required projects that are in excess of regulatory requirements.

Match requirements:

- Cash and in-kind match are not required but are encouraged. Preference will be given to projects showing matching contributions of funds or in-kind services from project partners and other sources.

IV. Service Providers

If contractual costs are requested, **applicants must provide a description of the procurement method by which contractual services were/will be obtained.** Applicants must either (a) have already obtained cost estimates, quotes, or bids from at least three service providers prior to completing the application, or (b) indicate in the proposal that at least three estimates, quotes, or bids will be obtained. If neither route is indicated, the proposal will be deemed ineligible. Efforts to engage disadvantaged business enterprises (DBE) must be made and described in the description of procurement method. One method to engage DBE is to visit the DBE database at the website http://mbe.mdot.state.md.us/directory/, identify relevant DBEs using the search feature, include DBE firms in a bidders list, and document this inclusion.

Scopes of work used to solicit contractual support must be included in the grant application as an attachment, and if a contractor has already been selected, their qualifications must be uploaded to the online application as supporting documentation. Scopes of work must be included in the grant application. The grantee will be required to agree that it will not discriminate in any matter against an employee or applicant for employment because of gender, race, age, color, religion, creed, marital status, ancestry, gender identity and expression, genetic information, sexual orientation, national origin, or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment; and the grantee will be required to agree to include a provision similar to that contained herein in any subcontract except at subcontract for standard commercial supplies or raw materials.

For assistance in identifying potential service providers, or identifying potential community partners, applicants are encouraged to contact the Watershed Restoration Specialist in their areas. As part of the Watershed Assistance Collaborative, the Watershed Restoration Specialists (WRS) work to help local jurisdictions secure expertise and funding, especially from the Chesapeake and Atlantic Coastal Bays 2010 Trust Fund, to implement restoration projects that produce measurable improvements in water quality.

Central Maryland (Frederick, Montgomery, and Howard Counties) Amanda Rockler arockler@umd.edu	**Upper and Central Eastern Shore** (Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties) Eric Buehl ebuehl@umd.edu	**Southern Maryland** (Charles, Calvert, St. Mary's, Anne Arundel, and Prince George's Counties) Jackie Takacs takacs@mdsg.umd
Northern Maryland (Baltimore City, Baltimore, Harford, and Carroll Counties) Kelsey Brooks kebrooks@umd.edu	**Lower Eastern Shore** (Dorchester, Somerset, Wicomico, and Worcester Counties) Jennifer Dindinger jdinding@umd.edu	**Western Maryland** (Allegany, Garrett, and Washington Counties)

V. Eligible Applicants

The funding partners welcome requests from local government and non-profit applicants. Please note that project personnel listed on the application as Executive Officer or Project Lead *must* be staff of or otherwise associated with the applicant organization. *Neither role* can be filled by staff of for-profit or not-for-profit partner entities. Applications with such listing will be considered incomplete and may be returned to the applicant without review.

By submitting an applicant to this program, the applicant agrees to the terms and conditions noted in the online application form.

VI. Proposal Development Assistance

Potential applicants are strongly encouraged to contact Trust or DNR staff early during proposal development. While applicants are welcome to contact either of the agencies and individuals identified below with any project type, each individual specializes in certain project areas listed.

Chesapeake Bay Trust	**Maryland Department of Natural Resources**
Emily Stransky (410) 974-2941 ext. 101 estransky@cbtrust.org Contact for the following project types: - Project design - Watershed assessment - Watershed action planning	Phillip Stafford (410) 260-8720 phillip.stafford@maryland.gov Contact for the following project types: - Project design - Watershed assessment - Watershed action planning - Financing strategies

Successful applicants may be referred to relevant Maryland state agency staff and, based on availability, provided with additional technical assistance.

In addition, the Trust, DNR, and MDE will be holding two workshops for potential applicants to learn more about the Watershed Assistance Grant Program, expectations for designs, and the DNR Chesapeake and Atlantic Coastal Bays Trust Fund grant program, which many applicants apply to for implementation funding. **The two available trainings will be held on July 17th, 2019 at 9:00 AM at Chesapeake College, in Wye Mills, MD and July 25th, 2019 at 9:00 AM at Medstar Harbor Hospital, in Baltimore, MD.** Please RSVP to Emily Stransky by July 10th for the Chesapeake College event and July 17th for the Medstar Harbor Hospital event if you are interested in attending. Both workshops will have the same content focus; therefore, interested attendees need only attend one workshop.

VII. Funding Availability and Request Level

Funding Availability

The funding partners, Chesapeake Bay Trust, Maryland Departments of Natural Resources, and Maryland Department of Environment, anticipate that approximately $1,065,000 will be available for this grant program round, contingent upon EPA funding availability.

Request Level

Requests for funding from this program will generally be less than $75,000. Applicants interested in requests exceeding this level should (a) contact Trust or DNR staff to discuss request level prior to submitting a proposal, (b) provide a budget that is scalable in the event that an award is limited (itemize elements and separate project components into independent subtasks where appropriate), and (c) provide an additional justification in the "Budget Justification Section" of the online application. Applicants may submit more than one proposal for separate projects and/or combine multiple sub-tasks or sub-projects within one proposal.

Please note: while funding requests generally will be less than $75,000, **stream restoration** design projects may request up to $200,000.

VIII. Application Review

All submitted proposals are evaluated, using the criteria listed above, by a technical external review committee, called the Technical Review Committee (TRC), composed of individuals who are experts in the fields supported by this RFP and represent communities served by projects funded by this RFP. The TRC ranks and scores all applications based on the criteria above, then meets to discuss the application merits. The role of Trust staff is to provide guidance to applicants as well as to reviewers during the review process. Following the TRC meeting, recommendations for funding are made to the Trust's Board of Trustees who make final decisions. The 2019-2020 WAGP awards will be decided at the November 20, 2019 Board meeting.

To allow applicants to set expectations prior to investing time in the application, the Trust provides historical application approval rates for the same or similar programs: Typical approval rate in this grant program is 42%. The average approval rate of all applications to the Trust is 33%.

The Trust, DNR, and MDE reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

IX. Award Notification and Funding Mechanism

All applicants will receive an e-mailed letter stating the Trust's decision, typically by Mid-December. An application may be declined, partially awarded, or fully awarded.

If declined, the applicant is encouraged to reach out to Trust staff for feedback in order to strengthen its proposal for future submissions. The Trust is happy to discuss feedback with applicants.

If approved, the Trust will send an e-mailed award agreement with award conditions and the due date of any status or progress reports and final report, and associated phased payments. Grantees must sign, scan, and upload the award agreement with original signatures to the online grant management system. Please allow a minimum of four weeks to receive your check (from the date the Trust receives the signed award agreement and all award contingencies in the online system). The Trust will mail the check to the applicant organization and address listed on the original online grant application form. When the project is complete, grantees are required to complete the final report form and budget expenditures spreadsheet, which is available through the online grant management system.

Applicants with overdue status or final reports associated with previous awards, that have not yet been submitted, or other outstanding obligations to the Trust will not be awarded additional funds through this opportunity. Grantees receiving funds through this opportunity agree as one of the conditions of the award to submit status and final reports, including submission of all invoices/receipts. 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.

X. Deadline and Submission Instructions

Applicants must submit proposals using the online grants system by **4 PM on Thursday, August 29th, 2019**. Late applications will not be accepted, and the online funding opportunity will close automatically and promptly at 4 PM. **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 grants system on the deadline date.

By submitting the application, applicants are agreeing that they are in compliance with State and Federal employment and non-discrimination laws.

XI. Proposal Instructions

Applicants will be asked for the following information during the online application process. Failing to address any or all of these criteria may jeopardize the review of the applicant's proposal.

Applicant Information

1) Organization Information (Org name, address, mission, EIN, DUNs #)
2) Executive Officer of Requesting Organization (Name, Title, Contact Information)
3) Project Leader (Name, Title, Contact Information)

An Executive Officer and Project Leader, two separate individuals, must be identified for all applications. 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 recognized by the organization but not a contractor of the application.
- 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, consultants, 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.

Grant Information

1) Project Title
2) Project Abstract
   - You will be asked to provide a brief summary of the project, including details such as type of project, location, and main objectives. Please make sure that the abstract does not exceed 100 words.
3) Amount of funding requested
4) Requested Grant period and start/end dates of the overall project
5) In which river, stream, or local watershed will the project be located?
6) In which county will the project be located? (This grant program can support projects in Maryland only.)
7) In which legislative district will the project be located?
8) Latitude & Longitude (decimal format) of project site

Project Timeline

You will be asked to complete a table listing major project tasks to be completed under the period of the potential award, with start and end dates.

Project Deliverables

You will be asked to fill in estimated deliverables for a variety of metrics that characterize the full suite of Chesapeake Bay Trust grant programs.

Volunteer Involvement

You will be asked to 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/.

Project Description Narrative

You will be asked to upload an MS Word or PDF file (7-page limit, excluding material such as letters of support and conceptual sketches) addressing the following points, and to include relevant information as described in the Types of Eligible Projects section of the Funding Opportunity. We recommend that you copy and paste the questions below to use as an outline in your narrative to ensure that you address all questions.

Make sure that your answers make clear how the criteria described in Section II in the Request for Proposals above are met.

1) To which track (Project Design or Watershed Planning and Program Development) are you applying? (Indicate one.)

2) Please provide a description of the project, including objectives and details about the major tasks to be accomplished.

3) Please identify the local jurisdiction 2-Year Milestone(s) associated with the project. To review local Milestones, please click here.

4) In light of the Trust's commitment to the advancement of diversity in its grant-making, please provide demographic information about the community or population involved in or served directly by the project. Please also describe 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, please explain how you intend to address this issue; the Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies within the targeted demographic(s).

5) Address the following points:

   a) For Project Design requests only (See Section II in the Request for Proposals above):

      i. Map and metrics: In the table below, please address the metrics associated with your project type. Required metrics for each project are denoted with an "x." Please also include a drainage area map which delineates the location of impervious surfaces, and indicates the land use, such as agricultural, residential, or commercial. We strongly recommend you include the image in your narrative proposal; however, additional files may be uploaded in the narrative tab of the online form. For assistance estimating nutrient load reductions, please visit DNR's Nutrient Load Calculator.

Practice Type	Ln. Feet to be Designed	Sq. Ft. to be designed	Drainage area treated/planned (acres)	Impervious acre treated	Lb N Reduced	Lb P Reduced	Lb S Reduced
Stream Restoration	x		x	x	x	x	x
Stormwater projects (ex: rain garden, bioretention, bioswale)		x	x	x	x	x	x
Living Shoreline	x		x	x	x	x	x
Wetland Restoration		x	x	x	x	x	x

When looking at the completed metric table above, please take into consideration the cost-effectiveness of your project. You can calculate cost-effectiveness by dividing total project cost by the metric (example: a $50,000 project cost divided by 1000 linear feet of stream would yield $50 per foot). If the cost of a metric is higher than the range listed on page 5 under "Evaluation Criteria – Cost-Effectiveness," please justify: a) why the project costs more and should still be funded and b) any other values that are present (like habitat or social) that justify funding a proposal greater than the ranges listed.

      ii. Describe how the project and site were selected.

      iii. Is the project identified in an existing prioritized watershed action plan? What is the prioritized rank of the project and/or site? Please include the relevant section or reference to the section of the watershed action plan. If the project is not included a watershed action plan, provide justification for the selection of the project.

iv. It is imperative that upstream land use be taken into consideration. Please describe land uses upstream of the project, as well as any upstream restoration activities to be considered, and their impact on the project. For instance, if the proposed project is stream bank stabilization, will a component of your project address water delivery and quantity issues? What upland flow reduction measures are you considering?

v. An alternatives analysis must be presented.

- Location: Why was this location selected for restoration work rather than other locations in the watershed? (For example, specify if the location was identified in a watershed plan as a location of particular cost-effectiveness, articulate if there is cost-benefit because there was already a willing landowner thereby reducing outreach costs, etc.)
- Technique: Why was this specific restoration technique chosen to address the problem at the site? On what information was your decision based? What other techniques were considered, and why were they rejected? (For example, for a stream restoration project, please explain the technique(s) being used (natural channel design, legacy sediment removal, regenerative stormwater conveyance, etc.) and the function to be attained (flood plain reconnection, etc.).)

Factors to consider in the alternatives analysis include design cost, project implementation cost, and cost per pound of nutrient/sediment removed, where in the watershed the problem is to be addressed.

vi. A conceptual site plan sketch and a photo of the restoration site must be included. We would prefer these items be copied and pasted into the narrative MS Word/PDF document, but they may also be uploaded as separate attachments.

vii. The funding partners will give priority to design requests that have already had a pre-application meeting with the appropriate regulatory agencies. If you have already done so, please include the date and a brief paragraph describing the discussion during the meeting. If you intend to have one after the deadline of this grant program or do not feel that your project is subject to permitting, please describe the relevant details here.

viii. For projects planned on properties owned by an entity other than the applicant, a letter must be attached stating that permission has been granted by the entity owning the land on which the project will be completed. Proposals that demonstrate long-term commitment to keep and maintain the project will receive more favorable review. Successful applications for projects taking place on private land will also demonstrate a commitment by the landowner to a suite of restoration or conservation best management practices.

b) <u>For Watershed Planning and Program Development requests only (See Section II in the Request for Proposals above)</u>:

i. Please describe how the proposed project will enhance local capacity in order to increase resources and improve the implementation processes to accelerate future restoration.

ii. If requesting funds for *watershed assessment or watershed action planning*:

- In the table below, please address the metrics associated with your project type. Required metrics for each project are denoted with an "x."

Practice Type	Drainage area treated/planned (acres)	Impervious acre treated
Watershed Planning	x	x

  - Please justify selection of this spatial scale.

- When looking at the completed metric table above, please take into consideration the cost-effectiveness of your project. You can calculate cost-effectiveness by dividing total project cost by the metric (example: a $50,000 project cost divided by 1000 linear feet of stream would yield $50 per foot). If the cost of a metric is higher than the range listed on page 5 under "Evaluation Criteria – Cost-Effectiveness," please justify: a) why the project costs more and should still be funded and b) any other values that are present (like habitat or social) that justify funding a proposal greater than the ranges listed.
- Describe the status of information about the watershed amassed to date. Please address the following questions: has there been a watershed plan previously, and if so, what are the dates? How was it used previously? What are its limitations so as to warrant an updated plan?
- Describe the process of information gathering (including stakeholder engagement).
- Please include a map depicting the watershed in which you intend to work, preferably as an image imbedded in the narrative but as a separate uploaded document if necessary.

iii. If requesting funds for *financing strategies*, the applicant should include a description of the status of watershed assessment and action planning for the watershed/region, the spatial scale to be covered by the financing strategy, and a description of staff/contractor assignments related to restoration activities.

iv. If requesting funds for *policy development or enhancement* the applicant must commit to conducting a public review and providing education to a variety of audiences, including elected officials. Please describe the specific policies or enhancements sought and their intended purpose as they relate to accelerating water quality restoration.

v. If requesting funds for *organizational enhancements*, please describe the internal and/or external coordination initiatives that will be undertaken, or the accounting system, tracking and reporting tools, or other new or expanded programs to be developed to enhance organizational capability. In addition, please justify the need for the organizational enhancement element for which funding is requested.

6) The Trust aims to invest in projects that have the longest potential longevity, long 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.
   a) What factors may affect its long-term value and how will you ensure that its long-term value is maximized?
   b) If the project or program will need ongoing financial resources in order to maintain its value, please provide an abbreviated plan describing how the project will be sustained beyond the term of the proposed funding request.
   c) For design requests, who will be responsible for maintenance of the practice once implemented?

7) Describe your organization's experience in completing similar projects.

8) Please identify the applicant organization's capacity to implement the proposed project with funds dispersed by the granting agency on a reimbursable basis (please contact the Trust for assistance with this question as per contact information in Section VI).

9) Describe whether any part of your project is required under any existing or pending permit, decree, or enforcement action. (Please note that the Trust is unable to fund projects or programs that are wholly required by a separate Federal, state, or locally issued permit, decree, or enforcement action.) If so, please describe how the proposed project exceeds the regulatory requirements. In some cases, the Trust <u>may</u> elect to fund optional portions of required projects that are in excess of regulatory requirements.

10) The funding partners give preference to projects that show greatest promise to be ultimately implemented. Describe your plans for implementation of the project(s), if a watershed planning and program development request, or constructed, if a design request.
    i. How do you plan to fund the ultimate project(s), including prospective sources of funding?
       - If you plan to submit for implementation funding via DNR's Chesapeake and Atlantic Coastal Bays Trust Fund, please indicate whether your project is located in a high, medium, or low

priority area. This can be determined by reviewing the Trust Fund's "Targeting Map."

ii. Describe the ultimate construction project leadership and partnership.

iii. How you will make the local community aware and engaged in the project(s)?

iv. If on agricultural land, indicate whether the project is or will be registered with the local Soil Conservation District, and whether state or federal agricultural cost-share funding has been sought or considered. If not, address why not.

11) What will be the impact on the project if grant funding will not be received? Please select your response from the following: a) we will pay for the project from other existing funding streams, b) we will continue seeking funds and the project will be delayed, c) the project will not move forward. Your answer to this question will not impact grant review and is asked simply to help inform reviewers of the process, schedule and context of implementation.

12) Scope of Work, Qualifications, and Cost Estimates: Applicants must include a detailed scope of work, with specific tasks, hours associated with those tasks, and task costs to be accomplished by consultants and any internal staff (if staff time is requested). Qualifications of consultants and/or staff leads must be included. If consultants are expected to be retained for the proposed project, either (a) at least three cost estimates, quotes, or bids for the proposed work **must be** provided as well as a description of the selection process or
(b) the competitive bid process to be used or already used (in cases in which consultants are already on retainer) to procure consultants **must be** described. If awarded, the majority of projects will be funded with federal dollars and **will be required** to show compliance with federal procurement guidelines, as described in section "IV. Service Providers" above.

Budget

The Budget tab of the online form includes four components.

1) The Budget upload component -you will be asked to upload your budget using the Chesapeake Bay Trust 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.
   - Please be as detailed as possible. For example, project tasks and sub-components must be listed separately.
   - For any staff cost requests, please list the percentage of overall time devoted to the project by each staff member in the budget item column. Salary costs must match payroll costs and may include no other costs. Benefits may not be combined with salary and must be listed separately.
   - Be sure to see "Eligible Budget Items" section of Application Instructions above.
   - Matching resources are not required but encouraged. Do not evaluate volunteer hours in terms of dollars. Please indicate whether each match entry is applied for, pledged, or in-hand.
2) Budget Category Information - you will be asked to enter budget category totals. These totals will have been automatically calculated in the FMS template**.**
3) Personnel/ Consultant Request Description – If personnel and/or contractual costs are requested, please use this component of the budget tab to provide detailed scope of work, specific tasks, and hours associated with those tasks. If you will contract with a consultant and have a proposed scope of work please attach it to your application. Err on the side of providing too much information
4) Additional Budget Justification - Use the budget justification section to provide a budget narrative. The narrative should include, in addition to general budget justification information, (a) detailed justification for staff cost requests, if requested, And (b) justification for exceeding $75,000.