Watershed Assistance Grant Program

FY 21 Request for Proposals

CBTRUST
Chesapeake Bay Trust

MARYLAND DEPARTMENT OF NATURAL RESOURCES
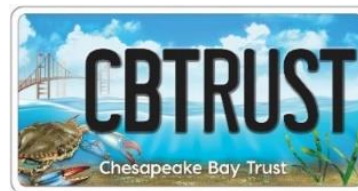
Maryland Department of the Environment

Chesapeake Bay Program
A Watershed Partnership

Chesapeake Bay Trust

108 Severn Avenue, Annapolis, MD 21403

(410) 974 – 2941 ♦ www.cbtrust.org

Watershed Assistance Grant Program

At A Glance

Program Summary:
The Watershed Assistance Grant Program offers grants for design of watershed restoration and protection projects or planning and programmatic development projects. Design requests will be accepted for the full suite of nonpoint source best management practices. Planning and programmatic project requests may include watershed characterization, surveys, assessments, action plans, studies, program development, or financing strategies that build local capacity.

Deadline:
Thursday, August 13, 2020, at 4:00 PM EST

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

Request Amounts:
Applicants can request up to $75,000 for programmatic or BMP design or up to $200,000 for stream restoration design.

Submit Your Application:
Follow the instructions online at
https://cbtrust.org/grants/watershed-assistance/

Contact:

Emily Stransky, Program Officer
410-974-2941 ext. 101
EStransky@cbtrust.org

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Introduction

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, 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 $120 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay watershed.

The Watershed Assistance Grant Program is a partnership between the Trust, Maryland Department of Natural Resources, and Maryland Department of Environment.

Program Goals

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.

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 support local planning efforts such as Watershed Implementation Plan (WIP) strategies and associated Two-year Milestones (see Appendix C for more information), Financial Assurance Plans (FAPs), Total Maximum Daily Load (TMDL) Implementation Plans, county-wide Green Infrastructure Plans, and watershed action plans.

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

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 and https://cbtrust.org/diversity-inclusion/.

Eligible Project Types

Project Type 1 – Project Design

Applicants may request funding to create construction-ready designs for specific watershed restoration projects

identified in jurisdiction-wide or watershed-wide planning documents. 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 within the action plan, additional justification for project and/or site selection must be provided.

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.

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).

Applicants requesting funds for stream restoration design: if the applicant or the local jurisdiction anticipates claiming credit for the practice and/or the applicant anticipates applying to the DNR Chesapeake and Atlantic Coastal Bays Trust Fund for implementation funding, please refer to the Expert Panel reports and budget for any required additional calculations, sampling, and modelling that will be completed during the design phase. The new Expert Panel reports can be found here: http://chesapeakestormwater.net/bmp-resources/urban-stream-restoration/

Project Type 2 – Watershed Planning and Program Development

Applicants may request funding for specific projects identified in the existing planning documents or 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. 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 (see Appendix A for contact information) 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.

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, 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.
- 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.

*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.

i. 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, map of drainage area, and photo of the site, etc., when applicable?

ii. 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 or other jurisdiction-wide plan identified?

   iii.   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. Most 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) to be most competitive.

The table below provides dollar ranges in which approximately 75% of proposals in the past two rounds were funded.

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	$14-75 per ft	$550-2,400 per acre		$19-700 per Lb	$68-1100 per Lb	$125-9,000 per ton
Stormwater projects (rain garden, bioretention, bioswale)		$16,000-90,000 per acre		$20-6,100 per Lb	$260-57,000 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 appropriately 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.

   iv.   Demonstration Value (1-5 points) – Does the project have demonstration value and/or transferability?

   v.   Sustainability (1-10 points) – Has the applicant addressed future project sustainability? Is there a commitment to maintenance once implemented?

      vi.   Budget (1-15 points) – Is the budget appropriate? Is there in-kind and cash match being applied to the project?

Eligible Applicants

DNR, MDE, and the Trust welcome requests from the following organizations:

- 501(c)3 Private Nonprofit Organizations
- Faith-based Organizations
- Community and Homeowners Associations
- Municipal, County, and Regional Agencies
- Soil/Water Conservation Districts & Resource Conservation and Development Councils
- Forestry Boards
- Public and Independent Higher Educational Institutions

If your organization category is not listed above, contact the Trust to verify eligibility prior to submitting your application. Applications submitted from organization outside of these categories may not be eligible for funding.

The Trust seeks applications from organizations new to environmental grant-making as well as organizations experienced in design and planning projects. All applicants, but particularly new applicants, are welcome to contact the Trust for assistance in applying.

Funding Availability, Request Level, and Timeline

Funding Availability: The funding partners anticipate approximately $1,400,000 will be available for the FY21 grant program, 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 (see Appendix A for contact information) 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.

Project Timeline: Projects must be completed within 12-16 months upon receipt of the award. Requests to extend project completion period will be reviewed and considered on a case-by-case basis.

Deadline

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on August 13th, 2020**. Late applications will not be accepted, and the online funding opportunity will close automatically and promptly at 4 PM EST. Applicants are strongly encouraged to submit at least a few days prior to the deadline given 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

Each application is reviewed by a technical external peer review committee, called the Technical Review Committee (TRC), composed of individuals who are experts in the fields supported by this RFP and represent communities served by projects funded by this RFP. The TRC ranks and scores all applications based on the criteria listed in the "Evaluation Criteria" section above, then meets to discuss the application merits. The TRC then recommends a suite of applications to the Trust's Board of Trustees.

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

To allow applicants to set expectations prior to investing time in the application, the Trust provides historical application approval rates for the same or similar programs. The average approval rate from the last 3 rounds of this grant program is 35%, this includes both fully and partially funded applications.

Awards and Notifications

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 mail 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 (10%) 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 must 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 FY21 Watershed Assistance Grant Program awards will be announced December 2020.

Contact

For technical assistance contact Emily Stransky at (410) 974-2941 x 101 or estransky@cbtrust.org.

Narrative Questions

You will be asked to upload an MS Word or PDF file (7-page limit, excluding material such as letters of commitment and conceptual sketches) addressing the following points, and to include relevant information as described in the Eligible Project Types section of this Request for Proposals (RFP). 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 describe how the criteria in the "Evaluation Criteria" section in the RFP (above) will be 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) Projects should support local, big-picture planning efforts such as Watershed Implementation Plan (WIP) strategies and associated Two-year Milestones (see Appendix C for more information), Financial Assurance Plans (FAPs), Total Maximum Daily Load (TMDL) Implementation Plans, county-wide Green Infrastructure Plans, watershed action plans, etc. Please identify the local plan associated with the project.

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. 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; the Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies within the targeted demographic(s). When considering locations to prioritize, the Trust encourages applicants to review the Environmental Justice Screening and Mapping Tool (see Appendix D for more information).

5) Address the following points:
   a) For Project Design requests only:
      i. Metrics: In the table below, please address the metrics associated with your project type. Required metrics for each project are denoted with an "x." 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 project #1 (ex: rain garden, bioretention, bioswale)		x	X	x	x	x	x
Stormwater project #2 (add additional lines for separate practice)		x	X	x	x	x	x
Living Shoreline	X		X	x	x	x	x
Wetland Restoration		x	X	x	x	x	x

ii. 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 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 values) that justify funding a proposal greater than the ranges listed.

iii. Describe how the project and site were selected.

iv. 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 in a watershed action plan, provide justification for the selection of the project.

v. It is imperative that upstream land use and any upstream restoration activities or other changes in 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?

vi. An alternatives analysis must be presented. If a watershed plan on which the project is based includes an alternatives analysis, please refer to that information.
   • Location: 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. 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 or strategies 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.).) It is strongly encouraged that the most cost-effective technique is used unless otherwise justified.

vii. A map of the drainage area that the proposed design will treat which delineates the location of impervious surfaces, and indicates the land use, such as agricultural, residential, or commercial, a conceptual site plan sketch, and a photo(s) of the restoration site must be included. We strongly recommend you include the images in your narrative proposal; however, additional files may be uploaded in the "Narrative and Supporting Document" tab of the online form. Please note, acceptable file types include .pdf, .doc, or .docx; photos should be imbedded in one of these file types.

viii. 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.

ix. 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.   Please refer to the Trust's Letter of Commitment Guidance and Policy document, located [here](#).

b) For Watershed Planning and Program Development requests only:

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 in "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 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 that will be done (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, which delineates the location of impervious surfaces, and indicates the land use, such as agricultural, residential, or commercial.

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, after the grant period has ended. Several threats exist that may result in loss of project value: change in public interest in an effort; changes in rainfall or sea level associated with climate change; change in land use; and more. Discuss the future you see for the work for which you are requesting funds. When addressing future impacts to tidal waters, applicants are encouraged to utilize the [2018 Sea Level Rise Projections for Maryland](#) (see Appendix D for more information).
   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) 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 may elect   to fund optional portions of required projects that are in excess of regulatory requirements.

9) 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.
   a) 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."](#)
   b) Describe the ultimate construction project leadership and partnership.
   c) How you will make the local community aware and engaged in the project(s)?
   d) 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.

10) 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.

11) 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 a qualified contractor (if contractual costs are requested) and any internal staff (if staff time is requested). Qualifications of

contractors and/or staff leads must be included. If contractors 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 contractors are already on retainer) to procure contractors **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 "Appendix B: Service Providers" section of the appendix.

Budget Instructions

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.

Eligible Budget Items:

♦ 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.
♦ 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.

For your budget request:

♦ Budgets that are detailed, justified, and itemized are ideal.
♦ For any staff cost requests, list the percentage of overall time devoted to the project by each staff member in the budget item column following the staff member's name, the hours worked in quantity, and the dollar per hour in the cost per unit column. It is expected that all personnel included in budgets will be directly involved in the work conducted under this program. Requests that do not include full justification for personnel involved may not be fully funded. Benefits must be listed in a separate line (do not combine with salary). 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.
♦ Matching/leveraged resources are encouraged. Indicate whether each match entry is applied for, pledged, or in-hand. Indicate in the narrative whether your organization has requested financial support from any other sources for the project not listed as match in the budget submitted.

Financial Management Spreadsheet – Application Budget Information: This online application component will ask you to enter budget category and request totals. These totals will be automatically calculated in the FMS Application Budget, so you will only need to copy and paste the values from the FMS to the Online Application.

Additional Budget Justification: This online application component will ask you to provide a descriptive budget narrative to justify and explain costs. such as: 1) if you requested staff costs (personnel/staff that are in your organization) you must provide a detailed justification for those staff costs that includes a scope of work for the staff costs requested, tasks for the scope of work, and hours associated with those tasks and 2) the source

of any contractor cost estimates. Staff cost requests that are not fully justified will not be funded. If awarded, you will be required to provide timesheets for all staff time used during the project.

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

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, go to https://cbtrust.org/grants/watershed-assistance/ 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 August 13th, 2020.** 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
    - o 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
    - o Provide the organization's name, mailing address, phone number, organization type, mission, EIN number, and DUNS number. (You must list the exact organization name and mailing address to which the check will be issued if funding is approved. Confirm the organization name and mailing address with your finance office before submitting this application.)
    - o 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 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 abstract; project start and end dates; the watershed, county, and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.

- Timeline Tab
  - Provide a project timeline that includes major tasks and their associated start and end dates.

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

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

- Project Partnerships
  - Provide a list of project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.
  - Applicants are encouraged to upload a Letter of Commitment for the project from each partner describing in detail the partner's role or contribution to the project. Applications including strong Letter(s) of Commitment often receive higher scores. If not submitted with the application, Letter(s) of Commitment may be required prior to the release of any awarded funding. To better understand the Trust's definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: www.cbtrust.org/forms.

- Narrative & Supporting Documents Tab
  - 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: Proposal Development Assistance and Watershed Assistance Collaborative

Proposal Development Assistance: Potential applicants are strongly encouraged to contact Trust or DNR staff early during proposal development.

Chesapeake Bay Trust	Maryland Department of Natural Resources
Emily Stransky (410) 974-2941 ext. 101 estransky@cbtrust.org	Phillip Stafford (410) 260-8720 phillip.stafford@maryland.gov

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 virtual 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 workshops will be held on June 18th, 2020 at 2PM and July 16th, 2020 at 6PM.** All workshops will have the same content focus; therefore, interested attendees need only attend one workshop. Please RSVP here: https://forms.gle/po6gF4yMaBFBumgy9. A Zoom link to access the workshop will be e-mailed to those that RSVP. Visit the Watershed Assistance Grant Program webpage for more information (https://cbtrust.org/grants/watershed-assistance/).

Watershed Assistance Collaborative: As noted in the RFP, the Watershed Assistance Grant Program is one element of the State of Maryland's Watershed Assistance Collaborative. The Collaborative is a partnership that provides services and technical assistance to communities to advance restoration activities and projects. By leveraging resources of existing programs, the Watershed Assistance Collaborative exists to provide coordinated capacity building opportunities to local implementers.

As an additional element of the Collaborative, the University of Maryland Sea Grant Extension 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. For assistance in identifying potential service providers, or identifying potential community partners, applicants are encouraged to contact the Watershed Restoration Specialist in their areas.

Central Maryland (Frederick, Montgomery, and Howard Counties)	Upper and Central Eastern Shore (Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties)	Southern Maryland (Charles, Calvert, St. Mary's, Anne Arundel, and Prince George's Counties)
Amanda Rockler arockler@umd.edu	Eric Buehl ebuehl@umd.edu	Jackie Takacs takacs@mdsg.umd.edu
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) (N/A – please contact the Trust or DNR for assistance)

Appendix B: 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.

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.

Appendix C: 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. While 2020-2021 Milestones are not yet available, applicants are encouraged to view their local jurisdiction's 2018-2019 two-year milestones (here) or reach out to the county in which the project will take place to inquire about draft 2020-2021 milestones. 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.

Projects will be more favorably reviewed if supporting local, big-picture planning efforts such as the 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. 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 "Appendix A." Applicants with questions about the WIP process are encouraged to refer to MDE's webpages here.

Milestone submission is voluntary; for projects in jurisdictions that have not historically submitted Milestones and do not plan to in the future, projects should support other local, big-picture planning efforts such as Financial Assurance Plans (FAPs), Total Maximum Daily Load (TMDL) Implementation Plans, county-wide Green Infrastructure Plans, and watershed action plans, or similar plans.

Appendix D: Resources

These additional resources can support your application and project:

- **2018 Sea Level Rise Projections for Maryland:** https://www.umces.edu/sea-level-rise-projections
- **NOAA Sea Level Rise Viewer:** https://coast.noaa.gov/digitalcoast/tools/slr.html
- **EPA's EJSCREEN: Environmental Justice Screening and Mapping Tool:** https://www.epa.gov/ejscreen
- **Water Resources Registry** (site details (e.g., topographic lines, land uses, and soils)): https://watershedresourcesregistry.org/states/maryland.html
- **NRCS Web Soil Survey:** http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm