



Chesapeake Bay Trust and Maryland State Agency 2010-2011 Watershed Assistance Grant Program Application Package



www.chesapeakebaytrust.org / 410-974-2941

AT A GLANCE

The Watershed Assistance Grant Program is designed to support watershed planning and design of watershed restoration and protection projects in Maryland. Planning projects include watershed characterization, survey, assessment, action plans, or financing strategies. Design requests are accepted for the full suite of nonpoint source best management practices.

Deadline:
September 24, 2010

Grant Requests of:
\$35,000. To request more than \$35,000, contact Trust and MD DNR staff.

Submit Your Application Online via:
www.cbtrustgrants.org

Introduction

The Chesapeake Bay Trust and the Maryland Department of Natural Resources welcome requests for technical planning and design assistance associated with protection and restoration programs and projects that lead to improved water quality in the Maryland portion of the Chesapeake Bay watershed and the Maryland Coastal Bays. The funding partners invite local governments and non-profit organizations to submit requests for this assistance.

The purpose of this assistance is to help grantees accomplish the earliest phases of restoration projects. Recipients of this technical assistance and design funding may use the resulting plans and designs to:

- Accomplish deliverables listed in the applicant's proposal to the Maryland Chesapeake and Atlantic Coastal Bays Trust Fund through the Maryland Department of Natural Resources (the Local Implementation Grant Program) or through the Maryland Department of the Environment.
- Craft proposals for implementation funding through programs at the Chesapeake Bay Trust; or
- Craft future proposals to the Chesapeake and Coastal Bays Trust Fund through the Maryland Department of Natural Resources, the Maryland Department of the Environment, or other agencies.

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. Please visit <http://www.dnr.state.md.us/bay/czm/2010tfs.html> for the most updated information on the Watershed Assistance Collaborative.

Types of Eligible Projects

Assistance in the Watershed Resource Grant Program is offered in two tracks: Watershed Planning and Project Design. Applicants in both tracks are strongly encouraged to contact Trust and/or Department of Natural Resource staff early during project idea development.

Watershed Planning Track

Applicants may request funding for watershed restoration planning activities, watershed assessments, and working with stakeholder groups. These funds may be used to hire consultants for these activities. Watersheds of focus can be predominantly agricultural, urban, suburban, or any combination of land use types. Planning efforts may focus on the following activities:

- Watershed characterization, stakeholder engagement, survey, or assessment of a targeted watershed at an appropriate spatial scale.
 - Funds are available for one or more of the above elements (characterization, stakeholder engagement, survey, assessment);
 - Scopes of work must be clearly articulated and budget requests must be detailed;
 - Applicants must justify selection of their spatial scales, and must articulate how the award level is appropriate to accomplish goals on that spatial scale;

- Watershed action plans at appropriate targeted geographic scales
 - Watershed action plans can include elements such as 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.
 - Implementation sections of action plans should include a range of projects at multiple cost scales to maximize potential for accomplishment given the range of funding sources.
 - Implementation sections of action plans should include justifications for recommended strategies or restoration techniques for each project. These justifications should discuss the range of strategies or techniques were considered and the rationale for choosing the recommended approach for each action project identified.
 - Scopes of work to complete the action plan must be clearly articulated and budget requests must be detailed;
 - Applicants must justify selection of the spatial scale, and must articulate how the award level is appropriate to create an action plan at that spatial scale.

- Watershed financing strategies or plans
 - Funding is available to craft financing strategies for the implementation of existing watershed action plans or restoration prioritization strategies. Existing action plans should meet the criteria discussed above.
 - Scopes of work must be clearly articulated and budget requests must be detailed
 - Proposals should include a description of the spatial scale covered by the financing plan

For all requests in the planning track, applicants are encouraged to provide match, as it is a criterion on which the project will be judged. Watershed planning activities should include establishing a baseline of watershed conditions from which progress can be evaluated and creating a framework for and identifying future restoration and protection actions.

Project Design Track

Applicants may request funding to create buildable designs for specific watershed restoration projects within watersheds for which watershed plans have already been developed. The strongest design proposals will be linked directly to potential projects prioritized in watershed action plan components of watershed plans. The ideal design proposal would request funds to develop a complete design for the top priority project listed in a watershed action plan. For projects that are not specifically identified in a watershed action plan or that are not among the top priority projects, 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. Design requests must meet the following criteria:

- Applicants should indicate whether the project is included in an existing watershed action plan and describe how the project and site were selected. (Justification for environmental outcomes must be provided.)
- A conceptual site plan sketch and a photo of the restoration site must be included.
- An alternatives analysis must be included. 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.
- A clear justification for the design phase must be included. Why is a separate design step warranted for the project?
- 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.
- A scope of design work with a detailed budget must be included in the request.
- Qualifications of the group(s) proposed to undertake the design must be described.
- A plan for implementation of the project, including actual or potential sources of funding, must be provided.
- Vegetation used in designs must be native.
- The output of the grant award, the design, must be permissible 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).

Eligible Applicants

The Trust welcomes requests from applicants to and grantees of the Maryland Department of Natural Resources' Local Implementation Grant Program, the Maryland Department of the Environment's Trust Fund Program, and any of the Chesapeake Bay Trust's grant programs, as well as other local government and non-profit applicants.

The strongest proposals will show committed partnerships that provide funding, technical assistance, or other in-kind services to support the project.

Service Providers and Proposal Development Assistance

A list of service providers, contractors, and consultants offering planning and design services are available on the Chesapeake Bay Trust website (www.cbtrust.org), in the Additional Resources section of the Watershed Assistance Grant Program. A link to this section can be found [here](#).

To assist with proposal development and project planning, the Trust strongly suggests that applicants contact at least two service providers to discuss their proposed project and obtain estimates for the draft scope of work. Preference may be given to proposals that justify project costs by providing estimates from more than one service provider. A service provider resource list can be found at www.cbtrust.org. You may contact service providers who are not included on this list. Estimates do not need to be in the form of a formal bid for services. Scopes of work must be included in the grant application.

Potential applicants are strongly encouraged to contact Trust and/or Maryland Department of Natural Resource staff early during proposal development:

Chesapeake Bay Trust
Hieu Truong
(410) 974-2941 ext. 112
htruong@cbtrust.org

Maryland Department of Natural Resources
Carrie Decker
(410) 260-8723
cdecker@dnr.state.md.us,

Jennifer Raulin
(410) 260-8745
jrauln@dnr.state.md.us,

Funding Availability and Proposal Review

Requests for funding from this program will be limited to \$35,000. 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 to \$35,000 in the event that an award is limited to that amount (itemize elements), and (c) provide an additional justification section in the proposal.

Funding partners anticipate that approximately \$300,000 is available for this grant program in Fiscal Year 2011.

Each proposal will be evaluated by a Technical Review Committee consisting of technical staff from the Maryland Department of Natural Resources and the Chesapeake Bay Trust, in addition to staff from the Maryland Department of the Environment, the Maryland Department of Planning, the Maryland Department of Agriculture, and the Maryland Cooperative Extension and in addition to other experts as needed. The Trust and the Department of Natural Resources reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

Project Timeline

Planning and design projects should be completed within approximately one year upon receipt of the grant award.

Deadlines, Award Notification, and Final Reporting

Requests must be submitted by September 24, 2010, with notification of the outcome in late October.

All applicants will receive a letter stating decision on the application. An application may be declined, partially awarded, or fully awarded. Successful applicants may be referred to relevant Maryland State Agency staff and, based on availability, provided with additional technical assistance. If approved, the Trust will send a grant agreement letter with grant conditions and due dates of status and final reports. Grantees must sign and return the grant agreement letter with original signatures. The Trust will mail the check to the requesting organization following (a) the Trust's receipt of the signed grant agreement and (b) satisfaction of any award contingencies.

In cases where the grantee fails to submit a status report or final report by the due date, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee. When the project is complete, grantees are required to complete final reports, including submission of all invoices/receipts. Organizations with outstanding final reports will not be awarded additional grants.

Submitting Your Application

Applicants must submit proposals using our Online Grants System, located at www.cbtrustgrants.org by **5:00 pm on September 24, 2010**. Late applications will not be accepted, and the online funding opportunity will close promptly at 5:00. The Trust will begin to receive online applications for this grant program starting July 2010. To use this system, applicants must register at least 24 hours in advance of submitting an application. **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 Online Grant System technical assistance on the deadline date.

Proposal Instructions

Applicants will be asked for the following information during the online application process:

Applicant Information

- 1) Mission of Organization
- 2) Organization Type
- 3) EIN Number
- 4) Name and Title of Executive Officer of Requesting Organization
- 5) Address, phone, email
- 6) Name and Title of Project officer
- 7) Address, phone, email

Grant Information

- 1) Amount of funding requested: \$
- 2) Requested Grant period and start/end dates of the overall project:
- 3) In which river, stream, or local watershed will the project be located?
- 4) In which county will the project be located?
- 5) In which state will the project be located? (This grant program can support projects in Maryland only.)

Project Abstract

In a text box, you will be asked to provide a brief (3-4 sentence) summary of the project, including details such type of project, location, and main objectives. Please make sure that the abstract does not exceed 500 characters. You may copy and paste from a word processing document, but we please do not copy and paste any formatting (such as bullets, indentations, bold, etc.). You may format after pasting.

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.

- 1) To which track (Watershed Planning or Project Design) are you applying? (Indicate one.)
- 2) Describe the project. Describe the need for assistance, and be sure to address the criteria for the specific track (Planning or Design) listed in the RFP.
- 3) Describe previous or current watershed planning efforts, and how the proposed project meets goals of those efforts.
- 4) Describe your organization's experience in completing similar projects.
- 5) Describe your plans for ultimate implementation of the project(s) to be identified in a watershed plan (if a planning request) or designed (if a design request).
- 6) Scope of Work and Qualifications: 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 must be included.
- 7) Please include a map depicting the watershed in which you intend to work, and if applying to the Project Design track, the specific location of your project. We strongly recommend you include the image in your narrative proposal; however, additional files may be uploaded by clicking "Add."

For Design Requests Only:

8) 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.

9) Describe how the project and site were selected. (Justification for environmental outcomes must be provided.)

10) An alternative analysis must be presented: Why was this specific technique chosen to address the problem at the site? What other techniques were considered, and why were they rejected?

11) A clear justification for the design phase must be included. Why is a separate design step warranted for the project?

12) 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 by clicking "Add."

13) 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.

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 Partnerships and Qualifications

You will be asked to complete a table listing all project partner organizations, individuals, their areas of expertise, and their role(s) in your project. Applicants are encouraged to include a letter of support for the project from each partner outlining the partner's role in the project. Applicants are strongly encouraged to include these letters in the uploaded narrative file; however, separate letters may be uploaded by continuing to click "Add."

Application Service Provider Information

You will be asked to enter into a table the service provider(s) you contacted for an estimate, and which service provider was selected for the work, if already selected, and why.

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. Only fill out those relevant to your project. Some project types will not be or cannot be expected to be associated with any of the listed metrics.

Budget Upload

You will be asked to upload your budget using the Chesapeake Bay Trust Budget Form, an excel file template. Copies of the form can be obtained in three ways:

1) from the "Attachments" section of the Online Funding Opportunity at www.cbtrustgrants.org;

2) by copying into your browser window the following link:

http://www.cbtrust.org/site/c.enJIKQNoFiG/b.3990159/k.7B5F/Chesapeake_Bay_Trust_Forms.htm

and clicking on "**Chesapeake Bay Trust Budget Form**;"

3) by visiting www.cbtrust.org, clicking on "Types of Grants," following the last item on the dropdown menu entitled "Chesapeake Bay Trust forms," and clicking on the file "**Chesapeake Bay Trust Budget Form**."

- Please be as detailed as possible. For example, elements of construction requests (e.g., mobilization, rock costs, plant costs) 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,
- Be sure to see “Eligible Budget Items” section of Application Instructions above.
- Requests for indirect costs are not permitted. For staff cost requests, indicate the percent time devoted by each staff member to the project. Do not evaluate volunteer hours in terms of dollars; instead, list them separately. Matching resources are encouraged. Please indicate whether each match entry is applied for, pledged, or in-hand. Following the budget table, include a one- to two-paragraph budget justification/explanation. In this section, describe the source of your cost estimates, and indicate whether your organization has requested financial support from any other sources for the project not listed as match in the budget table.

Budget Category Information

The final online grant program component will ask applicants to enter budget category totals. These totals will have been automatically calculated in the **Chesapeake Bay Trust Budget Form**. Use the budget justification section to provide a several paragraph budget narrative. The narrative should include, in addition to general budget justification information, (a) detailed justification for staff cost requests, if requested, including a specific scope of work, specific tasks, and hours associated with those tasks and (b) the source of any construction cost estimates. If you will contract with a consultant and have a proposed scope of work please attach it to your application.