



Chesapeake Bay Trust, State of Maryland, and Environmental Protection Agency
2010-2011 Watershed Assistance Grant Program
SPECIAL OPPORTUNITY
Chesapeake Bay Green Street-Green Jobs Initiative
Application Package

www.chesapeakebaytrust.org / 410-974-2941

AT A GLANCE

This special opportunity of the Watershed Assistance Grant Program is designed to support planning and design projects and financing strategies specifically for green street/green infrastructure projects and practices focused on nonpoint pollution reduction and green stormwater management retrofits that also create green jobs in urban areas.

Support for implementation projects related to green street retrofits are encouraged through such programs as the Trust's Restoration and Urban Greening Grant Programs.

Deadline:
September 24, 2010

Grant Requests of:
generally up to \$35,000. To request more than \$35,000, contact Trust staff.

Submit Your Application Online via:
www.cbtrustgrants.org

Program Funding Partners
Chesapeake Bay Trust
U.S. Environmental Protection Agency
Maryland Department of Natural Resources
Maryland Department of the Environment
Nonpoint Source Program Section 319
Program

Introduction

The Watershed Assistance Grant Program supported by the Chesapeake Bay Trust (Trust), the Maryland Department of Natural Resources (DNR), the Maryland Department of the Environment (MDE), and the United States Environmental Protection Agency (EPA) welcomes requests for urban green infrastructure-driven technical planning and design assistance associated with watershed restoration projects that lead to improved local and Bay water quality in the Maryland portion of the Chesapeake and Atlantic Coastal Bays.

This **special opportunity** of the program, a new partnership with the EPA and the MDE Nonpoint Source Program Section 319 Program, is open to local governments and non-profit organizations in urbanized watersheds located in the Chesapeake Bay region of Maryland and the Anacostia Watershed within Washington, D.C. Applicants must be interested in pursuing green streets, urban green infrastructure, and green jobs as part of an overall integrated community or watershed plan. Those interested in projects within the Atlantic Coastal Bays watershed should consider the regular Watershed Assistance Grant Program RFP issued separately (www.cbtrust.org/grants).

This collaborative effort supports implementation of the President's Chesapeake Bay Protection and Restoration Executive Order. (<http://executiveorder.chesapeakebay.net>) It serves as a key component of the Chesapeake Bay Green Street-Green Jobs Initiative, supporting local, grassroots-level greening efforts by towns and communities in urbanized watersheds that reduce stormwater run-off, through creation of "green streets."

A street designed to be a "Green Street:"

- minimizes impact on the surroundings through a natural systems approach incorporating a variety of water quality, energy-efficiency, and other environmental best practices;
- integrates a system of stormwater management to increase infiltration and/or filtration of runoff, reduce flows, and enhance watershed health;
- reduces the amount of water that is piped directly to streams and rivers;

- makes the best use of the street tree canopy for stormwater interception as well as temperature mitigation and air quality improvement;
- encourages pedestrian and/or bicycle access; and
- provides an aesthetic advantage to a community.

Projects selected through this funding opportunity will enable sustainable watershed protection, accelerated implementation of urban green infrastructure stormwater management through environmentally sensitive design as per the Maryland Stormwater Design Manual, Volumes I & II (2000), other low-impact development practices, renewable energy use, local livability, green jobs creation, and greater connectedness and access to restoration opportunities.



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 and outreach for watershed capacity and financing strategies, planning and design projects and, new this year, training specifically for local governments interested in green streets and urban green infrastructure. 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 this special opportunity of the Watershed Assistance Grant Program is available for green street and/or urban green infrastructure project planning, design, and financing.

This Green Streets-Green Jobs Special Opportunity is designed to bring a town’s Green Vision together with the tools to accelerate local greening efforts with positive results in watershed protection, community livability, and economic vitality. Small to mid-sized communities are seeking ways to boost their local economies while helping to protect water

resources through integrated planning, and the design and construction of stormwater best management practices. Building green streets and associated urban green infrastructure projects marry three important issues that these towns face: jobs, livability, and the environment. Projects funded under this special offering will help stimulate the green jobs market and enable families to work where they live and play. This initiative will also empower communities that have felt disenfranchised to gain better access to restoration resources that support local improvements while being recognized for their contributions in overall Bay protection.



Eligible project types include:

- Conceptual plans for large-scale green street/urban green infrastructure projects in which multiple nonpoint source stormwater , low-impact development best management practices, such as pervious pavement, bioretention cells, street trees, and bioswales, are employed, along with other greening activities, such as solar energy and use of recycled materials in construction. The conceptual Green Street/Urban Green Infrastructure plan should reference a broader, integrated community watershed plan.

- 100% designs for elements of green street/stormwater management projects, such as pervious pavement, bioretention cells, rain gardens, and other urban green infrastructure best management practices that are connected to a larger vision for a Green Town. **The specific proposed project(s) must not be listed in a MS4 (Municipal Separate Storm Sewer Systems) permit or required to be completed as regulatory mitigation or off-set to be eligible for funding under this request.**
- Financing strategies for implementation of existing green street/stormwater management best management practice plans. Financing plans should include an analysis of impacts to the local economy including creation and/or maintenance of green jobs.

Those with completed designs ready for implementation are strongly encouraged to consider applying for construction funding through the Trust's Restoration and Urban Greening Grant Programs. Please contact Hieu Truong at the Trust (information below) to discuss how to apply.

Applicants to this Green Streets-Green Jobs Initiative are **strongly encouraged** to contact Trust, EPA, and/or Department of Natural Resource staff early during project idea development.

Green Streets – Green Jobs Academy

Applicants to this special offering, even if design assistance is not granted, will have the opportunity to enter into the newly created Green Streets – Green Jobs Academy. The purpose of this new Academy, a component of the Watershed Assistance Collaborative composed of technical, financial, planning, and design assistance providers, is to bring the information and technology to the local town in a meaningful way. By tapping into the Academy, local governments and communities protect environmental resources by implementing best management practices and create new green jobs through these greening projects.

The Academy consists of a collaborative network of stewards, practitioners and sponsors, offering community leaders and local stakeholders better access to technical, planning, policy, funding and job creation opportunities related to the creation of green streets and green jobs that better protect the watershed. In return, academy members gain better understanding of target community needs and barriers to achieving success. Activities offered as part of the academy will include workshops in which communities are trained on Green Street Best Management Practices (BMP's) as well as some one-on-one training for local jurisdictions. Academy partners include the EPA's Green Infrastructure and watershed protection programs, the Green Highways Training and Development Center, and state and federal highway departments, along with other public and private partnering organizations supporting green infrastructure approaches to greening towns and transportation.

Eligible Applicants

The funding partners welcome requests from local government and non-profit applicants.

Partnerships

The strongest proposals will show committed partnerships that provide funding, technical assistance, or other in-kind services to support the project. Partners may include local governments, watershed organizations, other non-profit organizations, local businesses, civic groups, schools, religious institutions, and more.

For design proposals involving significant roadway alterations, a letter of commitment from the State Highway Department will be strongly encouraged, and may be required as a contingency to any award, to ensure that implementation of the project has a reasonable assurance of successful completion.

Proposal Development Assistance

Potential applicants are strongly encouraged to contact Trust, EPA, and/or DNR 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

Environmental Protection Agency

Susan McDowell
(215) 814-2739
mcdowell.susan@epa.gov

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 EPA 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 \$200,000-\$250,000 is available for this Green Street-Green Job Initiative Special Opportunity 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, Environmental Protection Agency, 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 mid-November.

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 sentences) 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 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) Describe the project and the need for assistance.
- 2) Describe previous or current community or watershed planning or urban green infrastructure efforts, and how the proposed project meets goals of those efforts. Is the project identified in an existing watershed plan or urban green infrastructure plan? Please include the relevant section or reference to the section of the plan. If the project is not included a plan, provide justification for the selection of the project.
- 3) Describe your organization's experience in completing similar projects.
- 4) Describe your plans for ultimate implementation of the project(s): How and when do you anticipate that it will be funded and managed?

5) 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.

6) Please include a map depicting the watershed in which you intend to work and the specific location of your project. We strongly recommend you include the image in your narrative proposal MS Word or PDF document; however, additional files may be uploaded by clicking "Add."

7) Describe how the project and site were selected.

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." For design proposals involving significant roadway alterations, a letter of commitment from the State Highway Department will be strongly encouraged,

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.