



Chesapeake Bay Trust and State of Maryland
2011-12 Chesapeake Bay Green Streets-Green Jobs-Green Towns Initiative
Grant Program Application Package

www.chesapeakebaytrust.org / 410-974-2941

AT A GLANCE

The Green Streets-Green Jobs-Green Towns Program is designed to support design projects, financing strategies, and/or implementation of green street/green infrastructure projects. The focus is nonpoint pollution reduction and green stormwater management retrofits that also create green jobs and enhanced livability in urban areas.

Deadline:
March 9, 2012

Grant Requests of:
Up to \$35,000 for design projects
Up to \$35,000 for financing strategies
Up to \$100,000 for implementation projects
To discuss request level, 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

Introduction

The Watershed Assistance Grant Program, supported by funding from the United States Environmental Protection Agency (EPA) through the Maryland Department of Natural Resources (DNR) and with funding from the Chesapeake Bay Trust (Trust) welcomes requests for urban green infrastructure assistance associated with watershed restoration projects that lead to improved local and Bay water quality in the Maryland, Delaware, Pennsylvania, Washington D.C., West Virginia, and Virginia portions of the Chesapeake Bay.

This program is open to local governments and non-profit organizations in urbanized watersheds located in the Chesapeake Bay region of Maryland, Washington D.C., Delaware, Pennsylvania, West Virginia, and Virginia. Applicants must be interested in pursuing green streets, urban green infrastructure, and green jobs as part of an overall integrated community or watershed plan.

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 Streets, Green Jobs, Green Towns (G3) Academy, supporting local, grassroots-level greening efforts by towns and communities in urbanized watersheds that reduce stormwater runoff, 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 and accelerated implementation of urban green infrastructure stormwater management through innovative, cost-effective, green infrastructure-driven low impact development practices, renewable energy use, local livability, green jobs creation, and greater connectedness and access to restoration opportunities.



This program supports and expands the State of Maryland’s Watershed Assistance Collaborative to support greater Chesapeake Bay area community actions serving to restore and protect the Bay. 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 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 program is available for green street and/or urban green infrastructure project planning, design, and financing (\$35,000 level) and implementation/construction (\$100,000). The strongest proposals will incorporate innovative low impact development/green infrastructure best management practices that maximize cost-effectiveness. Leveraging ongoing or planning design and construction activities will be a theme: The strongest proposals will describe projects pursued in concert with existing street re-design and/or repair projects.

This Green Streets, Green Jobs, Green Towns (G3) Academy Initiative 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:

- \$35,000 request level: 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.

- \$35,000 request level: 100% designs for elements of innovative, green street/stormwater management projects, such as pervious pavement, bioretention cells, rain gardens, and other cost-effective 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 specifically listed in a MS4 (Municipal Separate Storm Sewer Systems) permit or required to be completed as regulatory mitigation or offset to be eligible for funding under this request.**

The output of the grant award, the design, must be permissible by the appropriate state environmental agency all other appropriate local, state, and federal entities. Applicants are strongly encouraged to contact the appropriate state stormwater regulatory department during the conceptual design phase. Appropriate departments can be identified through MDE, VDNR, DC DOE, PADEP, and DNREC. Proposed designs and specification deliverables, as described above, should be close to 100% complete. At a minimum, the output of the project should include:

- Site map showing:
 - Field-run topographic survey of existing conditions
 - Project boundary
 - (As applicable) mean high water, full pool elevation, bank-full/bench-full
 - Proposed design (grade changes, drainage structures, rock placement, etc)
 - Landowner signature on the plan, which indicates project endorsement
 - Mapped utilities and roads
 - Property boundaries
 - Copy of soil survey mapping and field confirmation of soil drainage class – the NRCS web soil survey can be found at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
 - Detailed earthwork volumes (cut, fill, stockpiled, etc)
 - Planting plan
 - Site photos
- \$35,000 request level: 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.
- \$35,000 request level: Other projects focusing on the implementation and practicability of green streets. Examples of appropriate types of projects include, but are not limited to, cost efficiency modeling, construction sequencing studies, local ordinance development, and capacity building/education. Creative approaches to capacity building and demonstration/education are welcome, such as hosting design charrettes for the public or design competitions to foster private sector participation. For further guidance on preparing a proposal to conduct one of these studies, please contact Trust staff.
- \$100,000 request level: Those with completed designs ready for implementation are strongly encouraged to consider applying for construction funding. The most competitive construction proposals will leverage funding from other sources for road redesign, repaving, or reconfiguration. Local governments interested in pursuing a local green streets initiative may consider their road construction and maintenance schedule to marry new green street elements into existing construction plans. Bioretention cells, permeable pavement, street trees, and other green street elements can be incorporated into already planned street construction projects at minimal additional cost.

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

Green Streets – Green Jobs Academy

Applicants to this program, even if design assistance is not granted, will have the opportunity to enter into the Green Streets, Green Jobs, Green Towns (G3) Academy. The purpose of this new Academy, 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 (BMPs). 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. To the extent possible, G3 Academy partners will make available access to technical support and other relevant programs for eligible projects and grantees.

Eligible Applicants

The funding partners welcome requests from local government and non-profit applicants. Please note that project personnel listed on the application as Executive Officer or Project Lead *must* be staff of or otherwise associated with the applicant organization. Project leads *cannot* be contractors/service providers that could financially benefit or are otherwise involved in the grant project as this creates a conflict of interest. Applications with such listing will be considered incomplete and may be returned to the applicant without review.

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).

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 transportation agency responsible for the maintenance of the roadway in question 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 and/or EPA staff early during proposal development:

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

Funding Availability and Proposal Review

Funding partners anticipate that \$400,000 is available for this Initiative in Fiscal Year 2012.

Each proposal will be evaluated by a Technical Review Committee consisting of technical staff from state and federal agencies, funding partners, and other technical experts. Funding partners 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. Construction projects should be completed within approximately three years upon receipt of the grant award.

Deadlines, Award Notification, and Final Reporting

Requests must be submitted by March 9th, 2012, with notification of the outcome in mid-May.

All applicants will receive a letter stating decision on the application. An application may be declined, partially awarded, or fully awarded. 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 March 9, 2012**. Late applications will not be accepted, and the online funding opportunity will close promptly at 5:00. 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

Please note that project personnel listed on the application as Executive Officer or Project Lead *must* be staff of or otherwise associated with the applicant organization. Project leads *cannot* be contractors/service providers that could financially benefit or are otherwise involved in the grant project as this creates a conflict of interest. Applications with such listing will be considered incomplete and may be returned to the applicant without review.

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?

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): For design projects: How and when do you anticipate that it will be funded and managed? For construction projects: How, when, and from whom will match funding be secured?
- 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, and consultants with previous experience with green infrastructure/low impact design work are highly recommended.

If outside contractors are expected to be retained for the proposed project, either (a) a minimum of two cost estimates, quotes, or bids for the proposed work must be provided, or (b) the competitive bid process to be used or already used (in cases in which consultants are already on retainer) to procure consultants must be described.

If describing the competitive bid process that was completed or will be completed, please take care to include details such as:

- a. The length of time the bid was open for responses.
- b. A description of the selection process/criteria used to select the winning bidder (e.g., low bidder, qualifications criteria, etc.)
- c. Reason(s) for selection of the winning contractor (lowest qualified bid, etc.).

The funding partners are particularly interested in the engagement of Disadvantaged Business Enterprises (DBEs) in such projects. To that end, please take care to describe the steps taken to solicit bids from DBEs, such as compiling a list of relevant DBE firms to solicit from a database such as the Maryland Department of Transportation's Disadvantaged Business Enterprise database (<http://mbe.mdota.state.md.us/directory/>).

6) Estimated Green Jobs Benefits: What is the expected number of personnel you expect to employ for the project for which you are requesting funds as well as the ultimate construction of this project? Tasks to consider as part of this project could be as follows:

- Construction
- Planting of trees or other vegetated matter
- Maintenance of streetscapes
- Creation and installation of interpretive signage

Your answer to this will not impact grant review, and asked to simply provide the funding partners with an understanding of the possible green job benefits from your project.

7) 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."

8) Describe how the project and site were selected.

9) \$100,000 request level only: Technical information: Please include within the same uploaded file (as opposed to attaching separate files):

(a) a completed site plan and project design that includes:

1. site photos
2. planting plan
3. existing conditions
3. proposed grades
4. material volumes
5. any additional items required for your type of project described above as the expected design deliverables.

(b) a maintenance plan signed by the entity responsible for maintenance and the landowner, if different,

(c) a list of any native plants used (funding is restricted to native species only; the Trust typically fund native perennial plants \$2-4 and trees and shrubs at \$20-30 each. If requests differ from those amounts please justify), and

(d) for projects planned on properties other than that owned by the applicant, a letter stating that permission has been granted from the entity owning the land on which the project will be completed and that there is commitment to maintain the project.

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, excavation costs, tree 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.