Chesapeake Bay Trust and Maryland State Agency 2015-2016 Watershed Assistance Grant Program – Milestone Support

AT A GLANCE

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

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

Match Requirement
Match is encouraged but not required.

Deadline:
September 3, 2015, 4pm

Submit Your Application Online via:
http://cbtrust.org/grants/WatershedAssistance

Contacts:
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tleigh@cbtrust.org

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Ken Shanks
410-537-4216,
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I. Introduction

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

About the Watershed Implementation Plan Milestones
The strategy for restoring our watersheds has involved states and local jurisdictions to identify milestones to be reached in two-year increments. In early 2014, local WIP teams submitted Two-Year Milestones to MDE that identify programmatic and implementation goals they will strive to meet during the 2014-2015 milestone period. The local Watershed Implementation Plan (WIP) milestones reflect the near-term commitments of Maryland's partners in the collaborative effort to restore the Chesapeake Bay and our local rivers, lakes and streams.

Goal of this Funding Opportunity
By funding the earliest phases of watershed restoration projects and planning, the funding partners aim to provide local governments and nonprofit organizations the ability to position themselves to quickly advance implementation work. The funding partners hope the products of grants funded under this opportunity (project designs, plans, and other work) will enable grantees to:

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

All projects must support implementation of local milestones developed to advance the Watershed Implementation Plan strategies. WIP strategies include a wide range of practices and project types, and contributors to these strategies may include a variety of partners and types of lead organizations. For information on the 2014-2015 milestones, please click here; for information on anticipated milestones to be committed to MDE in 2016-2017, please contact your local jurisdiction. Projects that cross watershed boundaries should consider milestones of both jurisdictions. For projects in jurisdictions that have not yet developed Milestones, please contact the Trust.

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.

II. Types of Eligible Projects

Assistance in the Watershed Assistance Grant Program is offered in two tracks: the Project Design track and the Watershed Planning and Program Development track. Although the next set of local Milestones are not due to the Maryland Department of the Environment (MDE) until January 2016, proposed projects should be reflected in the relevant local jurisdictions' 2016-2017 Milestones. Non-profit applicants should have a letter of support from the local government(s) indicating a willingness to reflect the proposed project in 2016-2017 Milestones. Applicants in both tracks are strongly encouraged to contact Trust, Department of Natural Resource (DNR), and/or Maryland Department of the Environment staff early during project idea development.

Projects or programs that are wholly required by a separate Federal, state, or locally issued permit, decree, or enforcement action cannot be supported through this opportunity. In some cases, funding partners may elect to fund optional portions of required projects that are in excess of regulatory requirements. Applicants with questions on this topic or about how projects can inform or contribute to WIP strategies are encouraged to contact Trust, DNR, of MDE staff using contact information listed below. Applicants with questions about the WIP process are encouraged to refer to www.mde.state.md.us.

Only projects within the State of Maryland are eligible for this grant opportunity.

In light of the Trust's goals to engage under-engaged and underrepresented audiences, projects initiated by and/or involving underrepresented groups are strongly encouraged.

Projects should be completed within approximately one year upon receipt of the grant award.

III. Project Design Track - Criteria

Applicants may request funding to create buildable designs for specific watershed restoration projects identified in the WIP Milestone commitments submitted or anticipated to be submitted to MDE by local jurisdictions. The strongest design proposals will be linked directly to an existing detailed watershed action plan and will propose deliverables to include 90-100% biddable designs and specifications. The ideal design proposal would request funds to develop 100% design and specifications for the top priority project listed in a more detailed watershed action plan. For projects that are not specifically identified in a more detailed watershed action plan or that are not among the top priority projects, additional justification for project and/or site selection must be provided. A strong design proposal would also take into account land uses upstream of the project and any upstream restoration activities or other changes in land use.

Eligible project types include bioretention cells, large-scale rain gardens, other low impact development stormwater techniques, environmental site designs, stream restoration, wetland and marsh creation, and any of the suite of agricultural water quality best management practices. Although water quality and water quantity problems often intersect, proposed projects that deal solely with water *quantity* issues will not be competitive in this program.

Each criterion below must be met by the applicant's proposed project:

- ☐ 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.) An appropriate watershed action plan should include alternatives analyses for each specific project.
- ☐ A conceptual site plan sketch, a map of the drainage area that the proposed design will treat, and a photo of the restoration site must be included. The drainage area map should delineate the location of impervious surfaces, and should also indicate the land use, such as agricultural, residential, or commercial.
- ☐ An alternatives analysis 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. If a watershed plan on which the project is based includes an alternatives analysis, feel free to use this information. If a watershed plan does not include a discussion of alternative approaches, new information must be included. Consider where in the watershed a proposed practice is to be placed: e.g., upland closer to the source of nutrient/sediment inputs versus in-stream. Be advised that in-stream projects will likely entail significant permitting requirements.
- ☐ A clear justification for the design phase must be included. Why is a separate design step warranted for the project?
- ☐ Projects on individually owned private land will be considered. For projects planned on properties owned by an entity other than the applicant, or for which access is required for construction or maintenance, a letter must be attached stating that permission has been granted by each entity owning the affected land. Proposals that demonstrate long-term commitment to keep and maintain the project will receive more favorable reviews.
- ☐ A scope of design work with a detailed budget must be included in the request. The deliverable of the grant award should be designs and specifications that are close to 100% complete.
- ☐ 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. How and when will the project ultimately be implemented? What is the source of construction funding?
- ☐ Vegetation included in designs must be native.
- ☐ Projects on agricultural land should address 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.
- ☐ 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).

IV. Watershed Planning and Program Development Track – Criteria

Applicants may request funding for specific projects identified in the existing Programmatic Milestones submitted to MDE by local jurisdictions or anticipated to be submitted to MDE in the 2016-2017 milestones, including projects addressing legal authority development or enhancement, organizational enhancement, watershed characterization, watershed action plans, or resource enhancement. Watersheds and topics of focus can be predominantly agricultural, urban, suburban, or any combination of these. Planning efforts may focus on one or more of the activities 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, DNR, or MDE staff prior to applying to discuss spatial and geographic scale (for watershed planning projects). The proposal should address one of the following five areas of activity with the ultimate intent of accelerating the reduction of nutrients and sediment loads. For all projects, scopes of work must clearly articulate deliverables and include detailed budget requests. Before submitting a project in the watershed planning and program development track, please determine whether a watershed plan already exists for all or part of your watershed. A partial inventory of watershed plans can be found here under web based resources.

☐ 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 identifying future restoration and protection actions.
- Applicants must justify selection of the spatial scale, must articulate how the award level is appropriate to accomplish goals on that spatial scale, and must include a map of the drainage area to be evaluated. Watershed identification may be aided by visiting DNR's Surf your Watershed. 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.
- Applicants must justify selection of the spatial scale, must articulate how the award level is appropriate to accomplish goals on that spatial scale, and must include a map of the drainage area to be evaluated. For small watersheds, strongest proposals will demonstrate partnerships with other entities (e.g. county agencies and watershed groups) to ensure that the project integrates with a larger watershed plan.
- Watershed action plans should 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.
- Action plans should include a range of projects at multiple cost scales to maximize potential for accomplishment given the range of funding sources.
- Action plans should include 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 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 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 of focus of the financing strategy may be restoration project construction, new programs, program enhancements, or other capacity-building needs.
- Proposals should include a description of the spatial scale covered by the financing strategy, and describe staff/contractor assignments related to restoration activities.

☐ D. Policy Development or Enhancement

- In cases in which 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.
- Competitive projects will commit to conducting a public review and providing education of a variety of audiences, including elected officials.

☐ E. Organizational Enhancement

- Funding is available for developing new programs, enhancing existing programs (e.g., local implementation accounting process) or establishing new institutional frameworks that promote internal and external stakeholder coordination (workgroups, advisory groups). Examples include development of restoration prioritization strategies; implementation of new technical methods;

research and studies to support organizational enhancements; development of written policies, procedures or guidance; creation or implementation of systems to promote accountability; training focused on addressing barriers to and innovative ideas for implementation of nutrient and sediment reduction programs; aspects of compliance monitoring and assistance and of inspections and enforcement programs.

- Applicants must strongly justify the need for any organizational enhancement element for which funding is requested.
- Applicants interested in an organizational enhancement proposal should contact MDE staff listed below.

*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.

V. Budget Information – Eligible and Ineligible Items, Match requirements

Eligible budget items include, but are not limited to:

- ❑ Staff time and consultant costs: Staff and consultant time that directly support project-related tasks will be considered upon review of a detailed description of the deliverables, scope of work, and hours spent per project task by a proposed staff person(s) and/or consultant. Benefits must be listed in a separate line (do not combine with salary) and hours and the percent time devoted by each staff member to the project must be shown. Salary costs must match payroll costs: Hourly rates may not include any other cost, such as benefits, indirect costs, or overhead costs. Those costs, if requested, must be listed separately.
- ❑ Indirect costs: this line item may not exceed 10% of the sum of direct costs requested. Indirect costs cannot be included in salary line requests.
- ❑ Other costs associated with developing a project design, watershed plan, or program, upon justification of costs.

Ineligible budget items include, but are not limited to:

- ❑ Costs associated with lobbying and political activity.

Match requirements:

- ❑ Cash and in-kind match are not required, but match is a criterion on which the project will be evaluated. Preference will be given to projects showing matching contributions of funds or in-kind services from project partners and other sources.

VI. 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 two service providers prior to completing the application, or (b) indicate in the proposal that the project will be put out to bid. If neither route is indicated, the proposal will be deemed ineligible. Efforts to engage disadvantaged business enterprises (DBEs) must be made and described in the description of procurement method. One method to engage DBEs is to visit the DBE database at the website http://mbe.mdot.state.md.us/directory/, identify relevant DBEs using the search feature, include DBE firms in a bidders list, and document this inclusion.

Scopes of work used to solicit contractual support must be included in the grant application as an attachment, and if a contractor has already been selected, his/her/its qualifications must be uploaded to the online application as supporting documentation. Scopes of work must be included in the grant application.

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

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

VII. Eligible Applicants

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

By submitting an application to this program, applicants acknowledge that 1) they are compliant with State and 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).

VIII. Proposal Development Assistance

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

Chesapeake Bay Trust	**Maryland Department of Natural Resources**	**Maryland Department of the Environment**
Tom Leigh (410) 974-2941 ext. 101 tleigh@cbtrust.org Contact for the following project types: - Project design - Watershed assessment - Watershed action planning	Phillip Stafford (410) 260-8720 phillip.stafford@maryland.gov Contact for the following project types: - Project design - Watershed assessment - Watershed action planning - Financing strategies	Ken Shanks (410) 537-4216 kenneth.shanks@maryland.gov Contact for the following project types: - Financing strategies - Policy Development or Enhancement - Organizational Enhancement

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

IX. Funding Availability and Request Level

Funding Availability
The funding partners, Chesapeake Bay Trust and the Maryland Departments of Natural Resources and Environment, anticipate that approximately $1,550,000 is available for this grant program in Fiscal Year 2016, 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, DNR, or MDE staff to discuss request level prior to submitting a proposal, (b) provide a budget that is scalable in the event that an award is limited (itemize elements and separate project components into independent subtasks where appropriate), and (c) provide an additional justification section in the proposal. Applicants may submit more than one proposal, and combine multiple sub-tasks or sub-projects within one proposal.

X. Award Notification and Funding Mechanism

Each proposal will be evaluated by a Technical Review Committee. The Trust, DNR, and MDE reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

A subset of successful projects will be managed by the Trust, and a subset will be managed by MDE. Entities unable to accept funds on a reimbursable basis should indicate so in their project narratives as prompted.

An application may be declined, partially awarded, or fully awarded. All applicants will receive a letter stating decision on the application. Approved applicants will be sent a grant agreement letter by either the Trust or MDE with grant conditions and due dates of status and final reports. If managed by the Trust, a component of the funding will be distributed to the grantee following (a) the Trust's receipt of the signed grant agreement and (b) satisfaction of any award contingencies. For questions about MDE award management, contact MDE as indicated in Section VII above.

<u>Applicants with overdue status or final reports associated with previous awards or other outstanding obligations to the Trust will not be awarded additional funds through this opportunity.</u> Grantees receiving funds through this opportunity agree as one of the conditions of the award to submit status and final reports, including submission of all invoices/receipts. In cases where the grantee fails to submit a status report or final report by the due date, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee.

XI. Deadline and Submission Instructions

Applicants must submit proposals using the online grants system by **4:00 pm on September 3, 2015**. Late applications <u>will not</u> be accepted, and the online funding opportunity will close promptly at 5:00 pm. **<u>Applicants are strongly encouraged to submit at least a few days prior to the deadline</u>** given potential for high website traffic on the due date. The Trust cannot guarantee availability of technical assistance for our online grants system on the deadline date.

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

XII. Proposal Instructions

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

Applicant Information

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

The Executive Officer and Project Officer must be staff of or otherwise associated with the applicant organization. Project leads *cannot* be contractors/service providers that are financially or otherwise involved in the grant project. Applications with such listing will be considered incomplete and may be returned to the applicant without review.

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? (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 100 words. 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 Timeline

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

Project Deliverables

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

Volunteer Involvement

Please enter individual volunteer activities, the number of volunteers that will be performing the activity (if any) and the total # of hours those volunteers will commit to the individual activity.

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, you can also upload letters of support in the additional attachments section of the Project Narrative tab in the online application form.

Project Description Narrative

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

sure that your answers make clear how the criteria described in Sections III and/or IV in the Request for Proposals above are met.

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

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

3) Please identify the 2-Year Milestone(s) associated with the project.

4) Address the following points.

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

i. Map and metrics: Identify the drainage area that the proposed project would be treating with a map, the total drainage area size in acres, the estimated acres of impervious area treated, and the estimated pounds of nitrogen, pounds of phosphorus, and tons of sediment to be reduced upon project implementation to your best ability based on the conceptual design. The drainage area map should delineate the location of impervious surfaces, and should also indicate the land use, such as agricultural, residential, or commercial. We strongly recommend you include the image in your narrative proposal; however, additional files may be uploaded in the narrative tab of the online form. If you need assistance, you may find that DNR's Surf your Watershed is a useful reference.

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

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

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

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

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

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

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

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

i. Please describe how the project proposed 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, please describe the size (in acres) of the watershed on which you will be focusing and the status of information about the watershed amassed to date. Please include a map depicting the watershed in which you intend to work, preferably as an image imbedded in the narrative but as a separate uploaded document if necessary.

iii. If requesting funds for 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.

iv. 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, and the spatial scale to be covered by the financing strategy.

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.

5) Describe previous or current watershed planning efforts, and how the proposed project meets goals of those efforts.

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

7) Please identify the applicant organization's capacity to implement the proposed project with funds dispersed by the granting agency on a reimbursable basis (see Section X of the Request for Proposals above, and contact the Trust for assistance with this question as per contact information in Section VIII).

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 <u>may</u> 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 you plan to fund the ultimate project(s), including prospective sources of funding,
(b) ultimate construction project leadership and partnership, and
(c) how you will make the local community aware and engaged in the project(s).

When considering prospective sources of funding, you may want to contact your local Watershed Restoration Specialists (if applicable) for guidance on other sources of funding. If the project is on agricultural land, you may consider state or federal agricultural cost share programs and contact the local

Soil Conservation District. The most successful applications will have a robust description of plans for future implementation.

9) 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.

10) Scope of Work, Qualifications, and Cost Estimates: Include detailed scope of work, with specific tasks, hours associated with those tasks, and task costs to be accomplished by consultants and any internal staff (if staff time is requested). Qualifications of consultants and/or staff leads must be included. If consultants are expected to be retained for the proposed project, either (a) at least two cost estimates, quotes, or bids for the proposed work must be provided as well as a description of the selection process or (b) the competitive bid process to be used or already used (in cases in which consultants are already on retainer) to procure consultants must be described.

Budget

The Budget tab of the online form includes four components.

1. The Budget upload component -you will be asked to upload your budget using the Chesapeake Bay Trust Budget Form, an excel file template. Copies of the form can be obtained in two ways:
   a) from the "Budget" section of the Online Funding Opportunity;
   b) by clicking here and then clicking on 'Chesapeake Bay Trust Application Budget Form';
   - Please be as detailed as possible. For example, project tasks and sub-components must be listed separately.
   - For any staff cost requests, please list the percentage of overall time devoted to the project by each staff member in the budget item column. Salary costs must match payroll costs and may include no other costs. Benefits may not be combined with salary and must be listed separately.
   - Be sure to see "Eligible Budget Items" section of Application Instructions above.
   - Matching resources are not required but encouraged. Do not evaluate volunteer hours in terms of dollars. Please indicate whether each match entry is applied for, pledged, or in-hand.
2. Budget Category Information - you will be asked to enter budget category totals. These totals will have been automatically calculated in the Chesapeake Bay Trust Budget Form.
3. Personnel/ Consultant Request Description – If personnel and/or contractual costs are requested, please use this component of the budget tab to provide detailed scopes of work. Err on the side of providing too much information
4. Additional Budget Justification - Use the budget justification section to provide a budget narrative. The narrative should include, in addition to general budget justification information, (a) detailed justification for staff cost requests, if requested, 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.