

COST-EFFECTIVE NON-POINT SOURCE POLLUTION REDUCTION GRANTS

Chesapeake & Atlantic Coastal Bays Trust Fund



Grant Summary

Maryland's Chesapeake & Atlantic Coastal Bays Trust Fund (Trust Fund) is seeking to fund the most cost-effective, efficient non-point nutrient and sediment reduction project proposals in geographic targeted areas of the State. The Trust Fund encourages multi-year, multi-partner projects that will achieve the greatest reduction per dollar invested.

Funding is available to local governments and non-governmental organizations, including bi-county agencies, counties, municipalities, forest conservancy district boards, soil/water conservation districts, resource conservation and development councils, academic institutions and nonprofit organizations having a demonstrated ability to implement non-point source pollution control projects.

Individual private or commercial landowners, consultants, contractors, and other for-profit entities with demonstrated restoration experience are encouraged to apply in partnership with an entity identified above.

Awards will be made by an inter-Agency review panel based on:

- cost-effectiveness
- project location, and;
- ability and readiness to proceed

Please refer to the full solicitation for a detailed description of proposal requirements and submission guidelines.

<http://www.dnr.maryland.gov/trustfund/grants.asp>

WHAT?

The solicitation will identify the most cost-effective non-point source pollution reduction projects for funding in state fiscal year 2017.

HOW MUCH?

There is no maximum request.
The minimum request is \$500,000.

WHEN?

Letter of Intent is due January 15, 2016.
Full proposals are due by March 31, 2016.
Awardees will be announced no later than July 1, 2016.

HOW

Submit letters of intent and proposals online through CCS's grants management service, at:
<http://mesgis.com/GrantsOnLine/>

CONTACT

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**CHESAPEAKE & ATLANTIC COASTAL BAYS TRUST
FUND**

PROJECT SOLICITATION
COST-EFFECTIVE NON-POINT SOURCE POLLUTION REDUCTION

Maryland’s Chesapeake & Atlantic Coastal Bays Trust Fund (Trust Fund) is seeking to fund the most cost-effective, efficient non-point nutrient and sediment reduction project proposals in geographic targeted areas of the State. The Trust Fund encourages multi-year, multi-partner projects that will achieve the greatest reduction per dollar invested.

SECTION 1

SOLICITATION INFORMATION

BACKGROUND

Funding is made possible through the Chesapeake and Atlantic Coastal Bays Trust Fund (Trust Fund). The Trust Fund is one of the region’s most important funding tools targeting water quality and watershed restoration and protection projects to reduce non-point source pollution from entering the Chesapeake and Atlantic Coastal Bays. Established in 2007, the Trust Fund allows Maryland to accelerate Bay restoration by focusing limited financial resources on the most effective non-point source pollution control projects. For more information about the Trust Fund, please visit www.dnr.maryland.gov/trustfund.

AWARDS:

Funding will be made available on a competitive basis to projects in FY 17 for funding available July 1, 2016. Grants will be subject to the Trust Fund Grant Agreements conditions. **Unless otherwise authorized by DNR, all payments to grantees under this Grant will be made on a reimbursable basis.** For more information about Trust Fund grants, please review the [Grantee Introductory Packet](#) and [sample agreement](#) available on the grant website: <http://dnr.maryland.gov/trustfund/grants.asp>.

TIMELINE:

Letter of Intent Due	January 15, 2016
Final Proposals Due	March 31, 2016
Awards Announced	by July 1, 2016

FUNDING LEVEL

There is no maximum request. The minimum request is \$500,000. If you have a project proposal that is less than \$500,000, please contact the issuing officer to discuss.

ELIGIBILITY:

Through this solicitation, the Trust Fund is seeking proposals from local governments and non-governmental organizations, including bi-county agencies, counties, municipalities, forest conservancy district boards, soil/water conservation districts, resource conservation and development councils, academic institutions and nonprofit organizations having a demonstrated ability to implement non-point source pollution control projects (collectively, “Applicants”). Individual private or commercial landowners, consultants, contractors, and other for-profit entities with demonstrated restoration experience are encouraged to apply in partnership with an eligible entity identified above.

TECHNICAL ASSISTANCE

Maryland’s State Agencies, the Chesapeake Bay Trust, University of Maryland, NOAA and the EPA have joined together to form the Watershed Assistance Collaborative (WAC) which provides services and technical assistance to applicants preparing to undertake restoration projects. From planning and design grants to on-the-ground project development, this partnership is helping local partners prepare for State, federal and nonprofit funding opportunities. By leveraging available resources, the WAC is helping to ensure that the restoration dollars are directed to on-the-ground implementation to the maximum extent practicable. To learn more about the services available through the WAC, including planning and design grants, please visit http://dnr.maryland.gov/ccs/healthy_waters/wac.asp.

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

ISSUING OFFICER ON BEHALF OF THE STATE OF MARYLAND

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The sole point of contact in the State for the purpose of this solicitation is the Issuing Officer.

SECTION 2

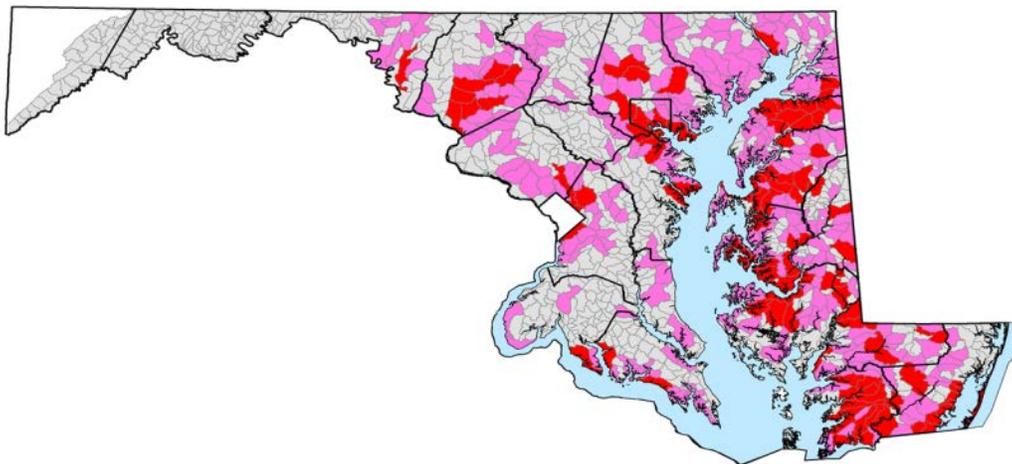
PROPOSAL CRITERIA

Proposals will be evaluated based on the following three criteria:

1. project location
2. cost-effectiveness, and
3. readiness and ability to proceed.

1. PROJECT LOCATION

This solicitation is seeking non-point source pollution reduction projects in the High (red) and Medium (pink) priority areas indicated on the targeting map (interactive version available [here](#)). The State has partnered with US Geological Survey (USGS) to apply the most updated models and monitoring information to develop the geographic targeting map. Coastal Bay watersheds are prioritized based on the expertise of scientists in that region.



2. COST-EFFECTIVENESS

Proposals will be evaluated on the reduction of nitrogen, phosphorus and sediment to be achieved per Trust Fund dollar spent.

Calculating Best Management Practice (BMP) Reductions: To accurately reflect nitrogen, phosphorus and sediment load reductions from proposed BMPs, applicants will provide information on the location of the proposed implementation and give details on the practice design. When BMP engineering specifications are not available, default specifications will be used.

An excel calculator is available to estimate reductions. The calculation methodology has three steps: 1) using an Excel database tool, provide the location of the practice and its drainage area to determine the landuse loading rate of the area; 2) calculate the efficiency of BMP; and finally, 3) apply the efficiency to the loading rate to calculate the load reduction from the BMP.

The landuse loading rates and BMP efficiencies used are consistent with Bay Program protocols and MS4 calculations and should be used to calculate reductions for your proposal submission. After letters of intent are submitted, DNR staff will work with applicants to calculate their load reductions.

BMP Calculators, instructions, and a guidance video is available at the grant website:

<http://dnr.maryland.gov/trustfund/grants.asp>.

Leveraged Funds (Match): The Trust Fund encourages applicants to leverage additional funding to the greatest extent possible. Demonstrated ability to leverage funding will increase the cost-effectiveness by dedicating existing funds to specific project outcomes and limiting the State request. The Trust Fund dollars are intended for implementation of projects that result in non-point source pollution reduction; therefore, **demonstrating organizational capacity for successful implementation and the ability to leverage funding for personnel and other administrative needs is desired.**

3. READINESS AND ABILITY TO PROCEED

The Trust Fund seeks projects that can demonstrate the ability to mobilize and carry out implementation in a timely and effective manner. Priority funding will be awarded to proposals that involve shovel-ready projects and the technical expertise to move through proposal milestones. Readiness to proceed will be evaluated on status of design and applicable permits. The best proposals will have achieved 100% design of the projects and have permits in hand.

If an applicant has a conceptual idea that needs funding for design work to become shovel-ready, the Maryland Department of Natural Resources has partnered with the Chesapeake Bay Trust and the Environmental Protection Agency (EPA) in issuing the [Watershed Assistance Grant Program](#) (WAGP). This is a viable funding source to obtain planning and design of water quality projects. The solicitation for proposals through WAGP is typically released in late summer.

OTHER PROPOSAL CONSIDERATIONS

Innovation: The Trust Fund was established to accelerate achievement of water quality goals and improve the efficiency of restoration practices while decreasing associated costs. To meet these goals, the ability to innovate current restoration practices is imperative. The Trust Fund encourages proposals that incorporate innovative approaches to reduce non-point source pollution that is negatively impacting the Chesapeake and Atlantic Coastal Bays. Proposals with innovative practices that push beyond approved efficiencies must be accompanied by rigorous, peer reviewed scientific literature that demonstrates the validity and efficacy of these novel practices. A robust monitoring program should also be proposed to validate the expected results (see BMP Monitoring section below). Without adequate scientific documentation, associated reductions will be determined using the approved Bay Program efficiencies.

BMP Monitoring: Although not required, a well-designed monitoring plan can add value to a proposed project. As this is an implementation grant, The State encourages that the applicants consider monitoring efforts as match to requested state restoration funds. The State, with your partnership, is interested in collecting data from the proposed BMP(s) if a monitoring effort is being planned. Monitoring for innovative projects is particularly useful in verifying claimed results.

To ensure that data can be shared and analyzed to the greatest benefit, the State offers protocols to be used when monitoring sites sponsored by the Trust Fund. The protocols are strongly recommended if monitoring is to be undertaken as a minimum level of effort for projects funded with Trust Fund dollars. At minimum, monitoring should include a control and/or upstream and downstream stations, and pre and post implementation monitoring; with a focus on calculating measured total nitrogen, total phosphorus, and total suspended sediment loads. Additional parameters, as well as more precision or more intensive monitoring, are also welcome. Monitoring data will allow managers to compare various BMP's so that in the future, funds can be invested in those that are most effective.

If monitoring is performed, The State will work with awarded applicants in collecting status reports that describe monitoring frequency and locations, as well as any problems encountered, as well as an annual that includes monitoring results along with interpretation and descriptions of any calculations and analyses performed to generate results.

Information on protocols, including manuals and annual training information can be found here:
<http://dnr2.maryland.gov/streams/Pages/trustfund.aspx>. For more information and to discuss project
monitoring related to your proposal, please contact:

Luke Roberson 580 Taylor Ave Annapolis, MD 21401 410.260.8618 luke.roberson@maryland.gov	Jenny Saville 580 Taylor Ave Annapolis, MD 21401 410.260.8612 jenny.saville@maryland.gov
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SECTION 3

PROPOSAL REQUIREMENTS

PROPOSAL ELEMENTS

The Trust Fund seeks proposals that reduce non-point source pollution through the most efficient and cost-effective restoration projects. All proposals must have the following characteristics:

- 1) Projects must reduce nutrient and sediment loads to the mainstem of the Chesapeake or Atlantic Coastal Bays.
- 2) Projects should directly support State and/or local Bay restoration milestones and [Watershed Implementation Plan](#) goals while helping to promote management strategies associated with the [Chesapeake Watershed Agreement](#).
- 3) Proposals should include a detailed timeline to include important milestones and partner responsibility. Multi-year proposals will be accepted; **however, proposals are not to exceed three years and should bid to construction within 12 months of grant execution.** Most grants are complete between 12 and 36 months.
- 4) The proposed BMPs to be implemented must either be:
 - a. approved by the Chesapeake Bay Program and therefore have nutrient and sediment reduction efficiencies available; OR
 - b. accompanied by robust peer reviewed scientific literature supporting the validity and efficiency of the practice. This peer reviewed literature may be reviewed for scientific validity by the Bay Cabinet's Scientific Advisory Panel.
- 5) The State is seeking project sites with protection and maintenance of the achieved nutrient and sediment reductions for a minimum of ten (10) years. **A maintenance and long-term protection plan to demonstrate reduction efficiency for at least ten years must be included.**
- 6) Proposals may occur on any type of land ownership (private, commercial private, community-owned, non-profit, and government-owned). However, the project sites must be currently protected under a long-term agreement or the land must be owned by an individual or entity that will agree to long-term protection. Evidence of permission to do the projects from the landowner must be provided via a Landowner Agreement. If you are a non-governmental organization working on County or City-owned land, landowner agreements with the appropriate government office is required (a letter of support does not suffice). Sample agreement can be viewed at

<http://dnr.maryland.gov/trustfund/grants.asp>

- 7) Proposals that have permits in hand or have initiated the permit process with Maryland Department of the Environment (MDE) through a pre-application meeting will be reviewed favorably. Please include any associated AI (Agency ID) number provided for the BMP from MDE. To schedule a pre-application meeting, contact MDE. More information can be found [here](#).
- 8) The proposal submitted must be complete including a detailed budget with a breakdown of anticipated expenditures (see instructions in Section 4).

ELIGIBLE AND INELIGIBLE PROPOSAL COSTS

Funding may be used for design, construction costs, survey, legal, and management of the proposed projects. **All grants have an administrative cap of 1.5% of the direct charges proposed. This administrative charge is in lieu of indirect charges.**

Ineligible Project Types: Projects that must be completed for mitigation purposes or to otherwise offset habitat or water quality losses will not be supported in this program.

Trust Fund grants are intended for implementation of non-point source reduction projects and not for building organizational capacity or programmatic development. **All costs proposed must be directly tied to the implementation of the proposed project.** All proposed expenditures will be evaluated and approved at the discretion of the review team and Issuing Officer.

The following are considered programmatic fees, and can be covered by the allowed 1.5% administrative fee. Additional Trust Fund dollars will not be allocated for the following items, including but not limited to:

- Communication items (tablets, cell phones, computers, data plans, software, etc.)
- Rental fees associated with office space, office equipment and/ or vehicles
- Lodging, per diem, conference registration, etc.

Ineligible project expenditures: This funding will not fund any of the following:

- Food, refreshments and T-shirts.

- Promotional collateral, ex. pens, key chains, etc.
- Endowments, deficit financing, building campaigns, annual giving, research, fund raising or venture capital.
- Political lobbying.
- Reimbursement for a project that has been completed or materials that have been purchased prior to the award or project period.

SECTION 4

SUBMITTING A PROPOSAL

PROPOSAL DEADLINES

Proposals should be straightforward, with a concise description of the Applicants' plan to meet the requirements of this solicitation. There are two deadlines associated with this solicitation:

- **Letter of Intent due Friday January 15, 2016**
- **Full Project Proposal due Thursday March 31, 2016**

Letter of Intent

The Trust Fund is requiring interested organizations to submit Letter of Intent by **January 15, 2016**. This is intended to provide technical and grants assistance to applicants ahead of submitting a full proposal. Letters of Intent are to be submitted through the [CCS Grants Online System](#) by **5:00 pm on Friday January 15, 2016**. If you are interested in applying and missed the letter of intent window, please contact the Issuing Officer to discuss your project idea.

After logging in Grants Online, please use the menu to choose "Submit a Proposal" and select "Trust Fund Letter of Intent". Templates for the Letter of Intent can be downloaded under "STEP 1b", while the budget template can be downloaded in "STEP 2". These are intended to be preliminary budgets based on current project estimates. Please do not include any attachments during this LOI process.

Full Project Proposals

Full proposals must be submitted through the [CCS Grants Online System](#) by **5:00 pm on Thursday March 31, 2016**. CCS Grants Online instructions and support can be found here: <http://dnr.maryland.gov/trustfund/grants.asp>.

Full proposals submitted by fax or email will not be accepted.

SUBMITTING A PROPOSAL

After logging into [CCS Grants Online System](#), please use the menu to choose "Submit a Proposal" and select "Chesapeake & Atlantic Coastal Bays Trust Fund". General Proposal information will be provided through the grants system, including applicant information, project locations, and funding request. Along with the information requested on the portal, **please prepare the following documents:**

Application Required Documents (must be in pdf, word, or excel)	
Please follow these guidelines for a complete application. Incomplete proposals will not be reviewed.	Included?
<p>Transmittal Letter One-page letter signed by an individual who is authorized to commit the Applicant to the services and requirements as stated in this solicitation.</p>	<input type="checkbox"/>
<p>Proposal Narrative (maximum length 7 pages, 1 inch margins, 12 point font)</p> <ol style="list-style-type: none"> 1. Complete description of all BMPs to be implemented, partners' roles, and procedures to occur during the proposed project term. This should also include description of the land, current land use, property ownership, etc. 2. Statement describing how the project will accelerate water quality improvements, how the resulting non-point source pollution reduction will be accounted toward State and/or local Bay restoration goals, and how this project relates to the 2014 Chesapeake Watershed Agreement. 3. BMP methodology (including determination of practice, degree of degradation and how the design will improve current conditions and address non-point source pollution). 4. Timeline of implementation (including current status of design and permit; anticipated major milestones; and statement of potential barriers). 5. Monitoring plan if applicable (see BMP Monitoring in Section 3 or more information here). <ul style="list-style-type: none"> a. <i>For projects proposing BMPs without proven efficiencies or claiming reduction efficiencies higher than the Bay Program model, please submit scientific literature in support of the practice with your proposal for review.</i> 6. Long-term protection and maintenance plan for the sites including responsible entity along with duration and frequency of activities. The State is seeking project sites with protection and maintenance of the achieved nutrient and sediment reductions for a minimum of ten (10) years. 7. Describe the capacity, experience, and expertise of the applicant or subcontractors to complete all phases of the project, including design, permitting, landowner permission, land protection, construction management, and maintenance. 	<input type="checkbox"/>
<p>Detailed Budget Use the provided Budget guidance and template</p>	<input type="checkbox"/>

Latitude and Longitude of each project site in Decimal degrees e.g. 38.8896, -77.0353 rather than 38°53'22"N, 77°02'07"W	<input type="checkbox"/>
Vicinity Map(s) If multiple, combine into a single pdf. Multiple files will not be reviewed	<input type="checkbox"/>
Landowner Agreements If multiple, combine into a single pdf. Multiple files will not be reviewed.	<input type="checkbox"/>
BMP Reduction Calculations Include the excel spreadsheet from the DNR BMP Calculator	<input type="checkbox"/>
Letters of Support If multiple, combine into a single pdf. Multiple files will not be reviewed. Letters of Intent should specifically detail the support or partnership being provided (in kind, match, etc.)	<input type="checkbox"/>

INCURRED COSTS

The State is not responsible for any costs incurred by an Applicant in preparing and submitting a proposal, in providing additional information, in making an oral presentation, or in performing any other activities relative to this solicitation. Proposals, once opened, shall become the joint property of the State. The State is available to assist Applicants in the development of their proposals.

SECTION 5
SELECTION PROCEDURE

PROPOSAL REVIEW

State Agency partners will be responsible for reviewing and making recommendations on all proposals in accordance with the project criteria identified in Section 2. Decision criteria will include cost-effectiveness (reduction per Trust Fund investment); project location; and readiness and ability to proceed. In addition, State agency partners will consider the Applicants' ability to achieve stated outcomes in the allowable timeframe to make the final determination of funding.

319 ELIGIBILITY

Maryland uses federal grants made available by the Federal Clean Water Act Section 319 (h) to help fund State non-point source management and to provide grants for non-point source control by State and local projects that help eliminate water quality impairments caused by non-point sources. In partnership with the MDE, proposals that fall within priority watersheds for the 319 grant program will be also considered for funding through the 319 program. More information can be found [here](#).

SELECTION AND AWARD SCHEDULE

After the review process is complete, the State and its Partners will contact all Applicants by formal letter by July 1, 2016. The schedule for selecting and awarding proposals is as follows:

Letter of Intent Due	January 15, 2016
Final Proposals Due	March 31, 2016
Awards Announced	by July 1, 2016

CANCELLATION OF THE SOLICITATION

The State reserves the right to cancel this solicitation at any time.