



## Prince George's County Stormwater Stewardship Grant Program FY25 Request for Proposals



# Prince George’s County Stormwater Stewardship Grant Program

## At A Glance

### Program Summary:

The Stormwater Stewardship Grant Program funds on-the-ground restoration activities that improve communities, improve water quality, support the County’s Climate Action plan, and engage Prince George’s County residents in the restoration and protection of the local rivers and streams of Prince George’s County.

Deadline: December 12, 2024, at 4 pm EST

Eligible Project Locations: Prince George’s County, Maryland, excluding the City of Bowie

### Request amounts are generally:

- Track 1: Water Quality Implementation (\$50,000 to \$150,000)
- Track 2: Tree Canopy: Outreach, Education, Maintenance, and Preservation (\$50,000 to \$300,000)
- Track 3: Community Awareness and Engagement (\$10,000 to \$60,000)
- Track 4: Illegal Dumping Data Analysis and Forensics (\$10,000 to \$50,000)
- Track 5: Additional Project Support Fund (\$500 to \$5,000)

### Submit Your Application at:

<https://cbtrust.org/prince-georges-stormwater-stewardship>

### Contact:

Scott Lopez  
Program Officer  
(410) 974-2941 ext.138

This Request for Proposals was released on 9/12/2024.

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## Introduction

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The Prince George's County Stormwater Stewardship Grant Program is a partnership between the Prince George's County Government and the Chesapeake Bay Trust (Trust). This program offers an opportunity to a diverse array of organizations, both those with community-related missions and those with primarily environmental missions, to support projects throughout Prince George's County that aid communities while treating and controlling stormwater. The goal of this program is to improve communities, improve water quality in the County's waterways, and engage County residents in stormwater and climate solutions. Funding for this program is provided through the Prince George's County Department of the Environment (DoE).

## Program Goals

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This program seeks projects that improve aesthetics of communities and treat the stormwater runoff that comes from various types of properties, thus reducing the negative impact of this runoff on the County's local streams, rivers, and other natural resources in areas where community residents live and recreate. Projects must accomplish on-the-ground restoration to result in improvements in water quality and watershed health (e.g., reducing pollutants carried by stormwater, reducing carbon emissions, increasing tree canopy, greening areas for beautification and increased community use/enjoyment, and better habitat for wildlife).

As part of an effort to more fully engage underrepresented groups in its grant-making, the Trust strongly encourages projects that increase awareness and participation of multicultural communities to improve watershed health and local ecological ownership. The strongest proposals will show committed collaborators that provide funding, technical assistance, and/or other in-kind services to support the successful implementation of the project.

## Local Jobs and the Community

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This grant program is focused on the environment, the local economy, and job creation. Prince George's County's "Jobs First Act," County Bill (CB)-17-2011, Sec. 10A-158 to 10A-162 sets the goal of procuring at least fifty one percent (51%) of the dollar volume of its goods and services, including, but not limited to, construction goods and services, to Prince George's County-based businesses and at least thirty percent (30%) to County-based small businesses. Proposals that meet or exceed the Jobs First Act are preferred.

Grant applicants are encouraged to coordinate with the County's Supplier Development and Diversity Division (<https://dev.princegeorgescountymd.gov/departments-offices/central-services-new/supplier-development-diversity/commitment-business>) for County based certified small business utilization in connection with the implementation of proposed grant projects. County-based business and County-based small business certification under CB-74-2016 (DR2) undergo extensive certification review through their existing minority business enterprise certification procedures, which establish capabilities and their principal places of operation in the County. Consider local Prince George's based businesses when contracting for services.

## Eligible Project Locations

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**Projects must be implemented in Prince George's County, Maryland.** Currently, because the City of Bowie is managing its stormwater program independently of the County, projects in the City of Bowie are not eligible for funding in this program.

## Eligible Applicants

Prince George's County and the Trust welcome applicants from the following organizations:

- Nonprofit organizations
- Prince George's County municipalities and/or public agencies
- Watershed organizations
- Public and independent higher educational institutions
- Community associations
- Faith-based organizations

Applicants that are not based in Prince George's County must have a Prince George's-based partner, the role of whom should be clearly articulated in the proposal and in a Letter of Commitment from that partner.

This program advertises to and aims to support new groups that wish to use grant funding to support their efforts where they align with the engagement and clean water goals of the County.

## Eligible Project Types

Applicants can request funds in the following project tracks:

- [Track 1](#): Water Quality Implementation (generally \$50,000 to \$150,000)
- [Track 2](#): Tree Canopy: Outreach, Education, Maintenance, and Preservation (generally \$50,000 to \$300,000)
- [Track 3](#): Community Awareness and Engagement (generally \$10,000 to \$60,000)
- [Track 4](#): Illegal Dumping Data Analysis and Forensics (generally \$10,000 to \$50,000)
- [Track 5](#): Additional Project Support Fund (generally \$500 to \$5,000)

The general request amount for each project track is provided as guidance, though projects can exceed the request level with justification and prior discussion with the Trust.

**Important Project Eligibility Notes:** 1) Projects required for regulatory compliance and/or to satisfy any permit requirements (e.g., new or redevelopment), regardless of purpose, are not eligible and 2) Prince George's County DoE considers stipends and/or pay for participation ineligible budget items in this grant program. Contact the Trust for questions on this and to support your project ideas.

***The Trust recommends and encourages applicants to request a meeting with the Trust prior to application submission*** (see "Contact" information below). See [Appendix A](#) "New Applicant Guidance" for guidance on the steps needed to develop project ideas, obtain estimates for work, and compile the pieces needed for robust applications for applicants who are new to water quality projects (Track 1).

### **Track 1: Water Quality Implementation (generally \$50,000 to \$150,000)**

Water quality implementation projects must implement on-the-ground projects that provide a water quality benefit and treat runoff from impervious surfaces. Applicants may request funding for design, design-build, or construction of water quality projects. If requesting design funds, the applicant must provide a plan for implementation (i.e., construction) of the project. Projects that are furthest along in the design and permitting phases are prioritized. See [Appendix B](#) for design guidelines and information applicants should submit with their application.

### **New Applicants**

We welcome new applicants!

Groups that **have predominantly community-oriented missions** (i.e., that are not environmental groups) are encouraged to submit applications.

Please contact the Trust for help to develop your project idea, assess its fit within this grant program, and discuss partnerships for any grant assistance you need.

Visit [Appendix A](#) in the RFP for more information for the grant-writing beginner and those new to water quality (track 1) projects.

Contact the Grant Program Manager, Scott Lopez, [slopez@cbtrust.org](mailto:slopez@cbtrust.org) or 410-974-2941 ext. 138 for assistance.

Projects must be appropriately sited and technically sound. Applicants are encouraged to rely on widely accepted best management practices (BMPs). For practices that are relatively new or innovative, contact the Trust for guidance on what background and justification of its use must be provided.

Projects on public (not County-owned) property, property owned by a municipality, property owned by a nonprofit organization, community-owned property, and/or property with conservation easements are preferred. Projects on private residential property may be considered under certain conditions (e.g., sites with extremely high restoration and/or demonstration outcomes).

**Small to medium-scale projects qualify for exceptions to permit requirements per subtitle 32 of the Prince George's County Code of Ordinances and can be completed within a year are preferred** (i.e., less than 5,000 square feet disturbed and/or less than 100 cubic yards of soil excavated); these small to medium-scale projects typically have grade change that does not exceed twelve (12) inches at any point and do not alter the drainage pattern. However, for **larger projects that have greater than 5,000 square feet or greater than 100 cubic yards in total project disturbance** (i.e., [Appendix B](#), Category 3 project type) and/or **will require a permit**, applicants must reach out to the Trust as soon as possible to discuss the project and receive approval to apply. The Trust will work directly with the Prince George's County DoE to determine if the project is appropriate for this grant program. **If approved**, the following budget items must be included in the proposal for projects that involve BMPs, other than those related to land cover conversion, described in the MDE guidance titled *Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated, November 2021* (MDE Additional Resources [https://mde.maryland.gov/programs/water/StormwaterManagementProgram/pages/storm\\_gen\\_permit.aspx](https://mde.maryland.gov/programs/water/StormwaterManagementProgram/pages/storm_gen_permit.aspx)):

1. A Professional Engineer to design the implementation project/Best Management Practice (BMP) and stamp the plans to submit to the DoE (no permit needed) and/or the Department of Permitting, Inspections, and Enforcement (DPIE) (permit required);
2. Up to \$2,000 for soil testing and/or boring for practices that use infiltration (e.g., bioretention practice for large practices when a permit is required will need soil boring or raingarden practice (smaller project with no permit required) where soil testing or boring is used);
3. Up to \$4,000 for an expert permit reviewer to help with the permit process of large projects that require DPIE permitting (expert permit reviewer contact(s) will be provided by the Trust and Prince George's County DoE);
4. Up to \$2,000 for permit edits and comments for large projects that require DPIE permitting;
5. Up to \$2,000 for as-built plans for small to medium projects that do not require DPIE permitting; and
6. Up to \$5,000 for as-built plans for the large projects that require DPIE permitting.

If a permit is required, applicants are encouraged to consult the County's DPIE early in project development to ensure timely permit and inspection approvals during the course of the project, if awarded, and your project lead must consult with Prince George's County DoE engineers and DPIE plan reviewers during the permitting process and as-built plans will be required with the final product submittal.

Deliverables will include concept plans, final designs, and as-built plans in electronic format (pdf, Geographic Information System (GIS), AutoCAD (Computer-Aided Design), etc.). In addition, the drainage area to the practice, practice surface area, and pollutant load reductions and associated calculations (if applicable), and maintenance plan will be submitted with the final report. Finally, all trees planted will be reported in the County's Tree Tracking application, if available.

Example projects include:

- Bioretention cells, bioswales, rain gardens, and other Environmental Site Design stormwater techniques
- Impervious surface removal and replacement with conservation landscaping, permeable pavement, or other permeable surfaces
- Conservation landscaping (i.e., conversion of turf to native plant meadow)
- Rainwater harvesting and storage
- Green roofs

- Stormwater wetland creation and enhancement
- Streamside forest buffers
- Piloting innovative and new stormwater techniques (e.g., tree trenches or smart cisterns with automated release systems)

This program cannot support the following projects:

- Stream restoration or outfall stabilization
- Outfall repair and retrofit
- Stormwater pond retrofits (requests for native plantings on upstream areas of the pond are eligible)

Qualifications and Experience to Ensure Project Success: At least one partner engaged in the project must have appropriate experience with design, permitting, and implementation of the specific project type proposed in the application and possess a professional engineering license. This partner can be a subcontractor, volunteer (pro bono) partner, or a staff member associated with the applicant organization. “Appropriate experience” is defined as a history of involvement with similarly scaled implementation projects of similar types (e.g., three projects within the last five years, with at least one project preferably in Prince George’s County) and demonstrated knowledge of the state/County water quality design guidelines and permit requirements to ultimately implement the project.

**Track 2: Tree Canopy: Outreach, Education, Maintenance, and Preservation (generally \$50,000 to \$300,000)**

Track 2 for Tree Canopy Outreach, Education, Maintenance, and Preservation projects are intended to complement County efforts to preserve existing tree canopy and to plant native trees in areas with low canopy. The DoE seeks to “grow” their programs through empowering eligible applicants (e.g., residents, community groups, municipalities, faith-based organizations, and homeowner associations (HOAs)) to actively participate in tree planting and preservation. Activities to accomplish projects can include, for example, outreach, education, maintenance, and preservation components. All proposed project types must deliver final products that are measurable, quantifiable, and definitive in their demonstration occurring in the field (e.g., number of trees preserved, recommendations for tree canopy preservation based on information gathered, number of municipal staff trained, number of people who used leaf mulch practices, and area of invasive species removed and replaced with native plants).

The following project types will be accepted within this track:

- Increase Community Voice to Support the County’s Tree Canopy** – Empower community members to actively support and preserve the County’s existing tree canopy.
- Community Led Science Tree Projects** – Collect information on existing tree canopy preservation needs, health, and more to inform future management options.
- Training for Municipal Staff** – Provide technical training, support, information sharing, and innovative techniques to municipality staff.
- Leaf Mulch Public Engagement Campaign** – Communicate the benefits of leaf mulch to community members and empower them to take action.
- Invasives Management and Tree Maintenance Programs** – Address invasive species, support future native planting efforts, and provide tree health/preservation support.



**Help is available!**

The Trust’s Grant Program Manager is available to explain the application, conduct a preliminary site visit, review materials, and to answer your other questions.

Also, see these appendices for guidance:

[Appendix A:](#) Guidance for Applicants that are New to Water Quality Implementation Projects provides basic steps for water quality projects for the beginner

[Appendix B:](#) Design Guidelines and Information provides all the design components that you need for a water quality project

The project types are explained in more detail as follows:

- A) **Increase Community Voice to Support the County's Tree Canopy** – Communities can increase their voice in support of preserving the County's tree canopy. For example, applicants can propose to work with the existing businesses to understand obstacles to retaining trees on commercial and similar sites (e.g., identify and address common reasons for tree loss). Another example is for applicants, utilizing DoE data and tools, engage with a community to create canopy goals and priorities from the bottom up. The task would include engaging residents to build support for trees and the deliverables would include documented support as well as project priorities (e.g. shaded path to grocery store or shade around the lot). Applications will support the community's and DoE's goals to reduce tree loss in the County.
- B) **Community Led Science Tree Projects** – These projects will generate data on the existing tree canopy that needs preservation and/or track the health and functioning of trees planted by the County. The County will use this information to inform species selection in a changing climate, document benefits and ecological functioning of cooling groves and parks, and help reduce urban tree mortality. We especially seek projects that complement areas with public plantings completed by the County's Urban Tree Program, are located in Justice40 areas (as defined by/introduced by Executive Order 14008), are in communities with low-tree canopy, and/or are inside of the Capital Beltway (Interstate 495). For example, municipalities could apply to and work within public spaces, however, projects cannot be located near (or on) right-of-way, state, or county roads. Deliverables and results must be measurable and relate to the nearby community(ies). Stakeholders must be engaged throughout the project, including from project inception to data collection to how the data is used/interpreted in the findings.
- C) **Training for Municipal Staff** – Most smaller municipalities do not have an arborist or other tree professional on staff. This can leave a municipality vulnerable to poor or out-of-date practices performed by tree care contractors. The training session(s) would be conducted by a certified/professional and cover:
- Best maintenance practices for watering and other tasks to be performed by municipal public works departments;
  - How to craft specifications for contracted tree services using best management practices;
  - Using County resources such as the Resilient Practices App and Tree Equity Tool;
  - Introduction to new technologies (such as tree trenches) and new standards of practice; and/or
  - Exchange of lessons learned and successes among municipalities.
- D) **Leaf Mulch Public Engagement Campaign** – This educational campaign empowers communities to learn how to turn leaves (often seen as a nuisance/problem in fall) into a sustainable/valuable (and free) resource known as mulch. Applications responding to this track will communicate the benefits of leaf mulch compared to hardwood mulch to a target audience. By highlighting leaf mulch's many benefits (e.g., environmental, economic, and practical), leaves can be rebranded from a collection and disposal "problem" into a valuable, free resource. A successful campaign will provide communities with confidence to shred leaves and apply leaf mulch themselves and/or request this service from landscaping, lawn care, and similar companies. One final product will be the number of people who used the campaign to shred leaves into mulch. Projects should result in significant demonstration project(s) to help teach techniques versus only educational outreach. For example, municipalities could apply to lead the project and further discuss the components of a successful project by contacting the Trust or attending information sessions.
- E) **Invasives Management and Tree Maintenance** – Invasive management and tree maintenance efforts support tree health with projects, such as:
- Innovative techniques/programs for residents to replace invasive plants in their landscapes with native plants;
  - Technical assistance to municipalities and HOAs to establish invasive management on common areas;

- Funding for edge armoring/planting native buffers on municipal or HOA land;
- Invasive removal projects followed by native plantings and ongoing invasive management; and/or
- Providing low to no cost tree assessment and maintenance services for private property owners with specimen trees in urban areas.

Qualifications and Experience to Ensure Project Success: Applicants must demonstrate the ability to work in a community, build relationships, and connect resources from the Prince George’s DoE, as needed and appropriate, to the community member(s). The applicant or at least one partner engaged in the project must have appropriate experience to perform tree services. Qualifications to perform tree services include International Society of Arboriculture (ISA) certified arborist and the ability to assess trees, if damaged to advise for safety issues and/or provide services offered as part of this award; tree services provided must be done with licensed and bonded tree professionals. This partner can be a subcontractor, volunteer (pro bono) partner, or a staff member associated with the applicant organization. “Appropriate experience” is defined as a history of involvement with similarly scaled tree projects of similar types (e.g., three projects within the last five years, with at least one project preferably in Prince George’s County). Expertise in tree identification, tree care, tree preservation, and the ability to perform these services is required. Proof of insurance to perform tree pruning and preservation techniques as well as access to services of an International Society of Arboriculture (ISA) Certified Arborist to manage any tree operations must be provided as part of application (applicants may partner with commercial tree service provider to fulfill these requirements).

### **Track 3: Community Awareness and Engagement (generally between \$10,000 and \$60,000)**

Community awareness and engagement projects must measurably increase public understanding and engagement as it relates to the benefits, challenges, and solutions to restoring Prince George’s County natural resources and community health, specifically in relation to the County’s Climate Action Plan and County programs such as Rain Check Rebate.

The County’s Climate Action Plan (<https://www.princegeorgescountymd.gov/3748/Climate-Change>) summarizes the climate threats in the county, the progress to date in advancing climate action, and presents strategies to achieve a carbon-free, resilient Prince George’s County. Projects must focus on education and engagement of community members to embrace nature-based solutions such as green infrastructure to combat nuisance flooding or land cover changes such as impervious removals to improve the water quality of our County’s watersheds. Applicants are also strongly encouraged to propose projects educating community members specifically on the importance of natural resource protection as critical to our community-wide climate resilience. Projects must incorporate sharing of County resources and actions that individuals and communities can take to address the stormwater related impacts of climate change.

The Rain Check Rebate Program (<https://cbtrust.org/prince-georges-county-rain-check-rebate/>) provides rebate incentives to homeowners, businesses, and others to install practices that will improve stormwater runoff quality, reduce pollution, and improve local stream and river health. Practices supported through this program include cisterns, rain gardens, pavement removal, permeable pavement, and more. Projects must increase awareness of the program, educate residents about one or more practices supported by the program, identify potential applicants, and help the identified applicants apply. The Rain Check Rebate staff will be available to provide support to awardees.

Projects should seek to increase knowledge within a priority audience, which can be described as a specific population of focus that is a clearly defined sub-segment of the public, on a topic in which a basic level of knowledge has not yet been established.

Projects should aim to build meaningful connections and relationships with the priority audience being reached by the outreach or educational message. Applicants should explain how the outreach messages will be co-created and/or shared with the priority audience, and how the education or engagement activities are co-designed with the priority audience whenever possible. Demonstration projects to be performed in parallel with outreach and educational activities are strongly encouraged under this track.



Example projects include:

- Workshops to educate community members about urban heat island, flooding hazards, and stormwater management adaptation related actions of the Climate Action Plan. This can include sharing resources and actions that can be implemented to address climate change impacts.
- Explore marketing opportunities to build public awareness of the Climate Action Plan and Stormwater Stewardship Grant Program.
- Develop a network of tree canopy experts outside of Prince George's County and remain informed about work happening in other communities to share with the County.
- Workshops and/or walking tours to educate community members, businesses, and/or other eligible applicants about the Rain Check Rebate Program and the eligible practices.
- Infusing climate resiliency into existing or new efforts to support simple to innovative solutions that align with the County's Climate Action Plan, e.g., adding native plants to highly visible spaces and sharing this plus other climate actions such as community health, renewable energy options, smart growth, green business development, residential resilience, just and equitable future, and public engagement that are feasible for the target audience, using methods that will resonate with them and easily fit into their schedules

Qualifications and Experience to Ensure Project Success:

Applicants must demonstrate the ability to work in a community, build relationships, and connect resources from Prince George's DoE, as needed and appropriate, to the community member(s). If providing technical assistance, network building, and/or capacity building for another community, sharing your knowledge of the latest science and best practices in the field (e.g., familiar with the Innovation Network for Communities work to help cities achieve carbon neutrality and climate resiliency if providing network support with a climate focus), and at least one past project that showcases your work. See tools and resources for the Trust's Capacity Building Initiative:

<https://cbtrust.org/grants/capacity-building/>.

#### **Track 4: Illegal Dumping Data Analysis and Forensics (generally \$10,000 to \$50,000)**

Beautification and litter/trash reduction are a priority to keep neighborhoods and communities healthy, thriving, and engaged in solutions where litter/trash are issues. The County is actively working on strategies to address and reduce litter/trash and in this track, we seek applicants who can assist in ongoing efforts to recommend future strategies the County, communities, and other parties (e.g., future grantees) can implement. Illegal dumping data analysis and forensics projects must use a science-based approach to analyze the illegal dumping data and based on the findings, provide recommendations and strategies the County can implement to address the issue.

In April 2023, the County implemented surveillance systems to monitor and catch illegal dumping activities throughout the County. The County will provide data captured from the surveillance systems to the awardee for analysis. Applicants must develop and explain their proposed methodology for the data analysis. The data analysis should help the County understand what is/has been illegally dumped and where, and how to address the issue. Awardees will not conduct any enforcement action.

Qualifications and Experience to Ensure Project Success: Applicants must demonstrate the ability to analyze data including metrics from reports or databases, images from surveillance systems, georeferenced information, and similar. The applicant or at least one partner engaged in the project must have appropriate experience with data analysis and illegal dumping. "Appropriate experience" is defined as a history of involvement with similarly scaled projects of similar types (e.g., three projects within the last five years) and demonstrated knowledge of the state/County illegal dumping regulations and strategies that are effective in addressing illegal dumping to ultimately implement the project.

## Track 5: Additional Project Support Fund (generally \$500 to \$5,000)

The funding partners recognize the need to support expenses for your project that may be outside the RFP’s budget categories. In this program “stipends” for paid public participation for grant projects are not allowed. Before applying for this track, consider detailing the expense and categorizing it under the existing budget and project framework.

However, if your project support cost is not able to be categorized and justified with the program’s existing framework, consider applying for this track’s additional support for the following:

- a. Professional training for applicant staff or hosting a training series for residents that results in a recognized certification or designation. For example, the support can pay for taking a class through the Chesapeake Bay Landscape Professional Certification Program or fees to become a Prince George’s County Master Gardener;
- b. Giveaway door prizes (e.g., compost bin(s), leaf blower(s), rain barrel(s), and/or native plant(s)) for stakeholders attending a training or similar events to support program participation; and/or
- c. Limited honorariums for experts to conduct a class.

The funding partners envision a funding pool available to support project expenses that will enhance your project’s public participation especially from historically under-engaged community members/stakeholders and/or build professional capacity to better support achieving the County’s stewardship goals. This track will be combined with other tracks, may not be proposed as a standalone track, and must demonstrate how it directly supports the critical project tasks and outcome(s) with direct connection to another track of the RFP.

## Evaluation Criteria

The following criteria will be used by external technical expert reviewers to evaluate applications. Refer to the “Application Review Process” section for more information about the review process.

Criterion	Criterion Description & Guidance	Scale
Consistency with Request for Proposals (RFP)	Is the project proposed consistent with the intent of the RFP and the track selected?	Scale of 1 to 15
Likelihood of Project Success	<p>What is the likelihood of success if this project is funded? Success should be defined as the accomplishment of outcome(s) proposed.</p> <p><u>Qualifications and Experience</u>: Does the applicant have the necessary qualifications to conduct the work that includes the history of successfully completing similar environmental projects? See the qualifications section of each project track for more details on specific qualification and evaluation considerations.</p> <p><u>Permission</u>: Has the applicant procured landowner permission (if necessary)? Are methodologies and/or designs sound and consistent with best practices?</p>	Scale of 1 to 20
Sustainability	Has the applicant addressed future project sustainability? For restoration projects, will the project be well-maintained and continue to function as designed to provide habitat and water quality benefits? Has the applicant proposed a relevant and robust evaluation plan that will be used to improve project sustainability in the future? Has the applicant addressed the need for ongoing resources needed to maintain the value of the project? How will the impacts of the work be felt after the award period has	Scale of 1 to 15

Criterion	Criterion Description & Guidance	Scale
	ended? If the project is a community awareness and engagement project, will the impacts of the work be felt after the grant period has ended?	
Cost Effectiveness/ Budget	Is the budget appropriate and cost effective? Are the line items budgeted justified in the project narrative? In-kind and cash match is not required but will be viewed favorably.	Scale of 1 to 20
Justification	Does the applicant justify the need for the project and the practices proposed? Does the proposed project support broader goals of the organization and/or other existing community efforts?	Scale of 1 to 10
Partnerships	Are the selected partnerships appropriate? Are any partners missing that should be included? Partnerships can be defined as stakeholders or representatives from the priority audience or organizations and people who have committed to a specific role or resource to the project. If the lead applicant is not a member of the community impacted by the project (e.g., an external non-profit doing work on land owned by another entity), is a transfer of “ownership” to the community built into the project and the ability of the community to carry the work forward developed? Does the applicant provide Letter(s) of Commitment from project partners? View the Trust’s Letter of Commitment Guidance and Policy found at: <a href="https://cbtrust.org/forms-policies/">https://cbtrust.org/forms-policies/</a> .	Scale of 1 to 10
Demonstration Value and Transferability	Does the project have demonstration value and/or transferability? How can this project be used as a model or pilot for future efforts? How will this project support the County?	Scale of 1 to 10
<b>Total Score Possible</b>		<b>100</b>

Funding partners reserve the right to fund projects and budget items that advance its mission and meet its specific funding priorities and criteria.

## Funding Availability and Timeline

**Funding Availability:** The funding partners anticipate approximately \$2.16 M funds available in FY 25.

**Project Timeline:** Projects greater than \$100,000 should be completed within two years and projects less than or equal to \$100,000 should be completed within one year upon receipt of the award or as determined in the award agreement. Requests to extend the project completion period will be reviewed and considered on a case-by-case basis.

## Deadline

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 PM EST on December 12, 2024**. Late applications will not be accepted, and the online funding opportunity will close automatically and promptly at 4 PM EST. 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 technical assistance for our online system on the deadline date.

## Application Review Process

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Each project proposal application is reviewed and evaluated by a technical external peer review committee, called the Technical Review Committee (TRC), composed of individuals who are experts in the fields supported by this RFP and individuals who represent communities served by projects funded by this RFP. The TRC ranks and scores all project proposal applications based on the criteria in the “Evaluation Criteria” section above, then meets to discuss the application merits. The TRC then recommends a suite of applications to the Trust’s Board of Trustees. The Trust and funding partner reserve the right to fund projects and budget items that advance its mission and meet its specific funding priorities and criteria.

Not all proposals will likely be able to be supported due to funding limitations. To allow applicants to set expectations prior to investing time in an application, the Trust provides historical application approval rates for the same or similar programs. The average approval rate from the last six rounds in this grant program is 54%, this includes both fully and partially funded applications.

## Awards and Notifications

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All applicants will receive a letter stating the funding partnership’s decision. An application may be declined, partially awarded, or fully awarded. If approved, the Trust will send an award agreement with award conditions and due dates of status, progress, and final reports. The Trust will send the first award payment to the requesting organization following: satisfaction of any phase one payment award contingencies, including upload of the signed award agreement. Ten percent of the total award will be held until the final report is submitted and approved. In cases where the awardee fails to submit a status report, progress report, or final report by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee.

When the project is complete, awardees are required to complete final reports that may include but are not limited to submission of all receipts for supplies, invoices for subcontractors/contractors, and copies of timesheets for personnel time used (timesheets must include date, name, time worked per day, and coding to tie the time worked to the award).

All financial back-up documentation will be grouped and numbered to correspond to the budget line item reported as spent. Organizations with outstanding final, progress, or status reports will not be awarded additional grants.

The FY 25 Prince George’s County Stormwater Stewardship awards will be announced in March 2024.

## Contact

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For technical assistance contact Scott Lopez at (410) 974-2941 ext. 138 or [slopez@cbtrust.org](mailto:slopez@cbtrust.org).

## About the Chesapeake Bay Trust

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The Chesapeake Bay Trust (Trust) (<https://cbtrust.org/>) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of all our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland’s Chesapeake Bay License Plate and partnerships with other regional funders, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over \$160 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout Maryland and the Chesapeake Bay watershed.

The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages applications directly from underrepresented groups, and for projects that

increase awareness and participation of communities that are traditionally underrepresented, such as communities of color. For a full description of the Trust's efforts to engage under-engaged groups, see our strategic plan at [www.cbtrust.org/strategic-plan](http://www.cbtrust.org/strategic-plan) and <https://cbtrust.org/diversity-inclusion/>.

## About the Prince George's County Department of the Environment (DoE)

To engage residents in the restoration and protection of the local rivers and streams of Prince George's County, the Department of the Environment (DoE) (<https://www.princegeorgescountymd.gov/departments-offices/environment>) provides funding for this Stormwater Stewardship Grant program. DoE works for a healthy, beautiful, and sustainable County through programs that provide trees, clean water, flood control, recycling and waste management, litter prevention, animal services, and pet adoption in partnership with residents and other stakeholders.

## Budget Instructions

### Financial Management Spreadsheet – Application Budget Upload

You will be asked to upload your budget using the "Application Budget" worksheet of the Chesapeake Bay Trust's **Financial Management Spreadsheet** (FMS), an excel file template. The template can be found by visiting <https://cbtrust.org/forms-policies/> where you can also watch a video with instructions on how to complete the FMS.

### Financial Management Spreadsheet – Application Budget Information

This online application component will ask you to enter budget category and request totals. These totals will be automatically calculated in the FMS Application Budget; therefore, you only need to copy and paste the values from the FMS to the online application. Applicants may request funds for indirect costs, which must be listed separately (not combined with salary) and must be less than 20% of the total request.

### Additional Budget Justification

This online application component will ask you to provide a descriptive budget narrative to justify and explain costs. If you plan to provide a fixed regular sum paid as a salary for the applicant's staff or allowance project, detail the scope of work provided, the compensation amount and how that value was determined, and who the funds will support. In this program "stipends" for paid public participation for grant projects are not allowed; consider applying for the "additional project support fund" instead. Funds supporting bodies of work or applicant staff that are justified are allowed and encouraged. If the success of the work is contingent upon award of other funds, make this clear in your budget justification.

Watch our video on how to apply and how to submit an application using our online system at <https://cbtrust.org/grants/>.

## Definitions

**The Executive Officer** is the individual that oversees the organization (e.g., Executive Director, Chief Executive Officer, Mayor, President or Vice President, Principal (for schools), etc.) and has the authority to sign/execute award agreements on behalf of the organization. The Executive Officer information is tied directly to all the organization's applications and should not vary from application to application. If the Executive Officer could be listed as the Project Leader in a future proposal, we recommend listing a Board Member or other higher-ranking position of the organization as the Executive Officer in order to reduce the variation in the Executive Officer across applications.

**The Program Leader** will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The email address entered here **MUST** be the same as the email address you used to log in to the online system. The Project Leader is the primary point of contact for the application, and the email address used to submit the application via the online system must be that of the Project Leader. Applications in which the email address associated with the Project Leader in the applicant information tab of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors or other project partners. If at any time the Project Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Leader.

## Online Application Submission Instructions

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The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, go to <https://cbtrust.org/prince-georges-stormwater-stewardship> and click on “Get Started” to begin a new application. This will open a new window asking you to log in or create an account on our online system. If you have applied in the past, use your existing username and password (if you have forgotten either of these use the ‘forgot password’ feature). If you have not used our online system before, click on “New Applicant” and follow the instructions.

Applicants must submit applications in the **Chesapeake Bay Trust Online System** by **4:00 pm EST on December 12, 2024**. Late applications will not be accepted, and the online funding opportunity will close promptly at 4:00 pm.

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). In addition, all final products will be provided to the funding partners for use and distribution at the sole discretion of the funding partners.

## Online Application Form

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You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. Refer to the online application for details.

- Eligibility Quiz
  - This three-question quiz is meant to assist you in determining if your project meets the requirements of this award program and that your staff/organizational structure best supports a successful application.
- Applicant Information Tab
  - Provide the organization’s name, mailing address, phone number, organization type, mission, EIN number, and SAM UEI number.
  - Provide the Executive Officer and Project Leader’s name, title, address, phone, and email address.
    - Both an Executive Officer and a Project Leader, two separate individuals, must be identified for all applications.
    - The Executive Officer and Project Leader must both be able to make decisions on behalf of the organization either as a board member, an employee, or other approved position recognized by the organization but not a contractor of the application.
    - The Executive Officer is the individual that oversees the organization (e.g., Executive Director, Chief Executive Officer, Mayor, President or Vice President, Principal (for schools), etc.) and has the authority to sign/execute award agreements on behalf of the organization. The Executive Officer information is tied directly to all the organization’s applications and should not vary from application to application. If the Executive Officer could be listed as the Project Leader in a future proposal, we recommend listing a Board Member or other higher-ranking position of the organization as the Executive Officer in order to reduce the variation in the Executive Officer across applications.
    - The Project Leader will be responsible for all project coordination and correspondence with the Trust for the duration of the project. The email address entered here **MUST** be the same as the email address you used to log in to the online system. The Project Leader is the primary point of contact for the application, and the email address used to submit the application via the online system must be that of the Project Leader. Applications in which the email address associated with the Project Leader in the applicant information tab of the online opportunity does not match the email address used to submit the application will not be considered for funding. The Trust cannot conduct any official correspondence with contractors or other

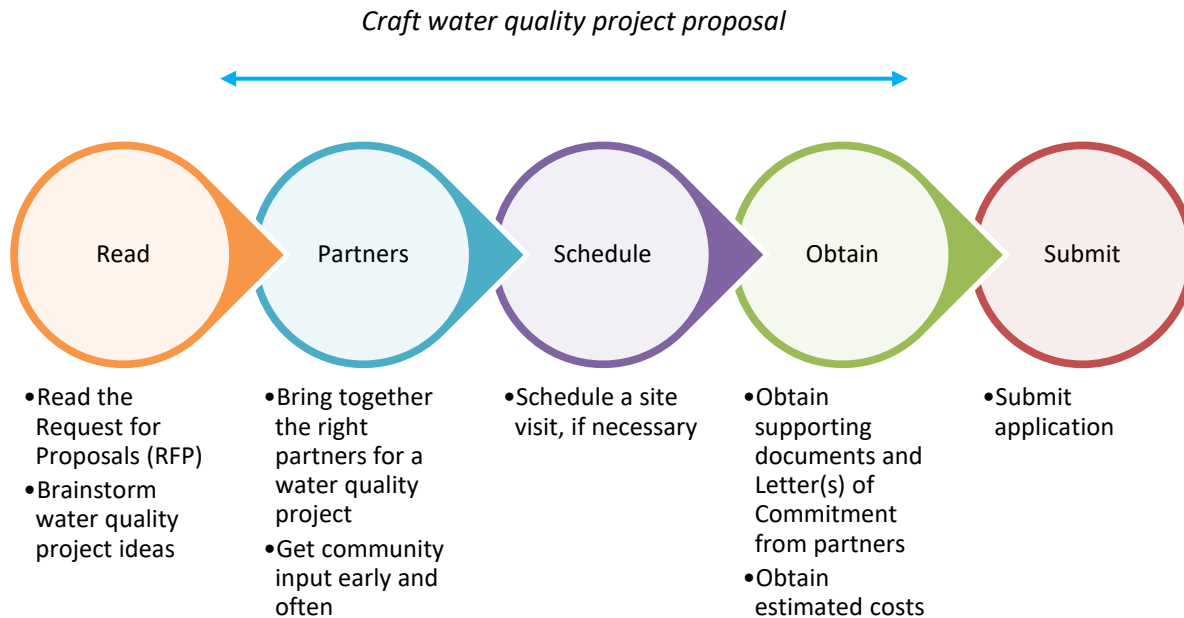
project partners. If at any time the Project Leader cannot continue in the position, the organization must contact the Trust and assign a new qualified Project Leader.

- To avoid conflict of interest issues, individuals associated with for-profit entities to be engaged in the project cannot serve in either role.
- Project Information Tab
  - Provide a project title; project track; project abstract; the watershed, county (Prince George’s County), and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.
- Timeline Tab
  - Add your project start and end dates. Provide a project timeline that includes major tasks and their associated start and end dates.
- Deliverables Tab
  - Provide estimated metrics for your proposed project such as project participants and outreach and restoration outputs. Disregard deliverables that do not apply to your project.
- Volunteers Tab
  - Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.
- Project Partnerships Tab
  - Provide a list of project partner organizations or contractors, individuals, their areas of expertise, and their role(s) in your project.
  - Applicants are encouraged to upload a Letter of Commitment for the project from each partner describing in detail the partner’s role or contribution to the project. Applications including strong Letter(s) of Commitment often receive higher scores. If not submitted with the application, Letter(s) of Commitment may be required prior to the release of any awarded funding. To better understand the Trust’s definition of and policy on Letter(s) of Commitment, visit our Forms and Policies webpage: [www.cbtrust.org/forms](http://www.cbtrust.org/forms).
  - All awardees will be expected to have a strong working partnership with the Prince George’s County DoE; however, **Letter(s) of Commitment from the County should not be included in the application and will not be considered if submitted**. Instead, reference should be made in the proposal for how the applicant plans to work with County staff to communicate and integrate County goals and efforts.
- Narrative & Supporting Documents Tab
  - Use the link below to download the required narrative questions template. Complete all questions and upload the completed template as a Microsoft Word or PDF.
  - **Narrative Questions Template:**  
[https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcbtrust.org%2Fwp-content%2Fuploads%2FPGCSS-FY25-RFP-Project-Narrative-Questions\\_091224-release-date-1.docx&wdOrigin=BROWSELINK](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcbtrust.org%2Fwp-content%2Fuploads%2FPGCSS-FY25-RFP-Project-Narrative-Questions_091224-release-date-1.docx&wdOrigin=BROWSELINK).
- Budget Tab
  - Upload your application budget, provide budget category and request totals, and provide additional budget justification. Use the Trust’s Financial Management Spreadsheet and fill out the “Application Budget” worksheet. Refer to the “Budget Instructions” of this RFP.
- Terms and Conditions Tab
  - Agree to the specified terms and conditions for the program for which you are applying.
- Demographics Tab (optional):
  - Provide voluntary demographic information. Provide information about your organization’s current diversity, equity, inclusion, and justice (DEIJ) efforts and future goals.

## Appendix A: Guidance for Applicants that are New to Water Quality Projects

This guidance outlines the steps needed to develop project ideas and grant applications for those who are new to water quality projects (track 1 projects). Many steps are involved in developing a project. Some involve engaging partners or obtaining expert technical advice. For example, experts can help the applicant to select a proposed water quality project location, project type, and estimated costs to enable an applicant to develop an appropriate budget request.

The following steps are a general framework for a water quality project to submit in a grant application. Please note that applicants are welcome to contact the Trust for assistance during any of these steps in project development.



### Step 1: Develop a Project Idea

- The first step is to brainstorm on general project ideas.
- Here is an example water quality project idea: When it rains, the parking lot floods and stormwater flows from our property. A water quality project (e.g., a rain garden) to slow the flow of stormwater and allow it to soak into the ground could work at the site.

### Step 2: Obtain Community and Landowner Input

- The most successful projects seek community input early and often (often after each of the steps below) and work with the landowner at the first step.
- Community meetings are a venue at which to exchange information and discuss the proposed project with the project stakeholders.
- Community input provides the history of the site and the buy-in needed for a successful project.
- Build community input into your project idea.

### Step 3: Perform a Site Assessment to Identify Opportunities

- Generally, a grant application will require the proposer to have some degree of specifics about the project idea, such as project type and location. How you obtain more specific ideas depends on your own level of expertise in the topic area. Do you personally or does a close project partner have expertise to perform a site assessment that will identify water quality project opportunities or do you intend to obtain this expertise? If yes, skip to #4. If not, continue in Step 3.
  - If conducting your own site assessment to identify water quality project opportunities for this grant, see the Site Inventory and Mapping for Small to Medium Scale Restoration Projects. This is located in [Appendix A](#) of the Stormwater Stewardship Guidance



<https://cbtrust.org/wp-content/uploads/PG-CBT-Stormwater-Stewardship-Guidance-March-2015.pdf>) listed in the Additional Resources section on the grant's webpage.

- b. Identify one or more individuals or partners who do have expertise to visit the site and provide assistance. Identifying which experts to contact can be challenging. The Trust Project Manager can provide the first site visit to get you started and offer immediate next steps. Options to do this can include contacting local nonprofit environmental organizations who perform this work as part of their mission. Another option can be contacting one or more for-profit consulting firms or contractors to provide input, whom you might work with or provide an opportunity to bid on the project should the grant be funded. Contact the Trust to discuss the best ways to obtain expert advice in this step.

#### Step 4: Obtain Scope of Work and Estimated Costs from Stormwater Engineering Services

- a. If your project is large or complicated (i.e., generally more than 5,000 square feet in size), you will need engineering services to develop the water quality project idea and to estimate the design and construction costs. This may be the same firm you engaged above, and this can be accomplished in Step 3. **Applicants are encouraged to keep projects small and simple** (i.e., less than 5,000 square feet of disturbance; see [Appendix B](#) for more details).
- b. Contact one or more firms that provide stormwater management engineering services and request a visit to your site to suggest what work should be done and how much this work might cost. Not all firms will conduct site visits for free. However, some will view you as a potential client if the award is made.
  - i. Stormwater engineer service firms will provide more detailed water quality project ideas and estimated costs to help you form your proposal.
  - ii. In person site assessments are best but can be done remotely where one person is at the site and the others join virtually OR site visits can be done at different times (e.g., to navigate safely during COVID-19 and still see the site in person).
  - iii. Join the site visit(s) with as many team members as possible.
- c. Based on the site visit, request the firm's scope of work and estimated costs
  - i. See [Appendix B](#) Design Guidelines and Information in this Request for Proposals to determine what minimal elements are needed.
  - ii. These minimal elements are the basics needed for a water quality project design that can then be implemented.
  - iii. You can request these minimal elements from the engineering firms in their scope of work and estimated cost.
- d. Compare the firm's scopes of work and estimated costs
  - i. Review each scope of work and the budgets.
  - ii. See if the firms recommend changes to your project idea or if there are other services needed to complete the project.
    1. Gather more information, if needed.
    2. Contact the firm with any questions.

#### Step 5: Prepare your Grant Proposal

- a. Select a scope of work and estimated budget that suites your needs from Step 3 or 4 above.
  - i. Use this information to provide details in your grant application.
  - ii. Use the firm's scope of work and budget in your grant application in these areas:
    1. Proposal narrative, budget narrative, and budget spreadsheet.
    2. Add attachments that support your proposal, such as a firm's scope of work and estimated cost.

## Appendix B: Design Guidelines and Information to Gather and Submit with Your Application for Track 1: Water Quality Implementation Projects

Applicants submitting proposals for Track 1: Water Quality Implementation should submit as much information as possible to demonstrate to reviewers what you plan to do, how far you are in the process, and how likely it is that your project will succeed. This Appendix provides guidance on what should be included in your project design that is submitted as part of your application to implement a restoration practice.

The most successful applications will provide detailed information for projects that are furthest along in the design, engineering, and/or permitting process. If you do not have some of the information listed for the category your project falls under, then state why you do not have it and if integral to the project's success should it be funded, state how you will attain the required information. Contact the Trust for assistance.

For this RFP, restoration practices are broadly grouped into the following three categories:

- **Category 1: Projects with Minimal Ground Disturbance** (Preferred)
  - Rainwater harvesting and storage
  - Conservation landscaping
  - Streamside forest buffers
- **Category 2: Small-Scale Restoration Projects with Minor Ground Disturbance** (less than 5,000 square feet disturbed and/or less than 100 cubic yards of soil excavated)
  - Bioretention cells, bioswales, rain garden projects
  - Impervious surface removal with replanting/stabilization of an area
  - Tree trenches
- **Category 3: Complex Restoration Projects** (projects that have greater than 5,000 square feet disturbed or greater than 100 cubic yards of soil excavated in total project disturbance. Applicants must reach out to the Trust to discuss the project and receive approval to apply. The Trust will work with the Prince George's County DoE, to determine if the project is appropriate for this grant program.)
  - Bioretention cells and rain garden projects
  - Impervious surface removal with replanting/stabilization of an area
  - Stormwater wetland creation and enhancement
  - Green roofs (Applicants must reach out to the Trust to discuss green roof projects. Green roof projects will require DoE and/or DPIE structural review and approval.)
  - Notes:
    - Projects in this category will likely be subject to permitting requirements; refer to local planning and zoning and/or public works regulations for details
    - Projects in this category that do not relate to land cover conversion described in the MDE guidance titled Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated, November 2021 (MDE Additional Resources [https://mde.maryland.gov/programs/water/StormwaterManagementProgram/pages/storm\\_gen\\_permit.aspx](https://mde.maryland.gov/programs/water/StormwaterManagementProgram/pages/storm_gen_permit.aspx)); must include the following in the application budget (See "Budget Instructions" Section of the RFP):
      - A Professional Engineer to design the implementation project/BMP and stamp the plans to submit to the DoE (no permit needed) and/or the DPIE (permit required);
      - Up to \$2,000 for soil testing and/or boring for practices that use infiltration (e.g., bioretention practice for large practices when a permit is required will need soil boring or raingarden practice (smaller project with no permit required) where soil testing or boring is used);

- Up to \$4,000 for an expert permit reviewer to help with the permit process of large projects that require DPIE permitting (expert permit reviewer contact(s) will be provided by the Trust and DoE);
- Up to \$2,000 for permit edits and comments for large projects that require DPIE permitting; and
- Up to \$2,000 for as-built plans for small to medium projects that do not require DPIE permitting; and
- Up to \$5,000 for as-built plans for the large projects that require DPIE permitting.

Identify if your project is a category 1, 2, or 3, then gather as much of the information specified in the Table 1 (as appropriate for the proposed project) for that category and submit this in response to the narrative question #8.2. If you are unsure which category your project belongs to, contact the Trust for assistance.

<b>Table 1. Technical information needed for each project based on if your project is a Category 1, 2, or 3.</b>			
<b>Technical Information</b>	<b>Category</b>		
	<b>1</b>	<b>2</b>	<b>3</b>
Site address and/or latitude and longitude coordinates	✓	✓	✓
Site photos	✓	✓	✓
Description of the stormwater BMP type(s), size(s), and impervious surface treated (in square feet)	✓	✓	✓
Map showing property and project boundaries	✓	✓	✓
Map showing stormwater BMP location(s), type(s), and size(s)	✓	✓	✓
Planting plan and native plant list. Funding is restricted to native species only. Cultivars of native plants are not preferred if straight native plant species are available. View the Trust’s native plant resources ( <a href="https://cbtrust.org/additional-resources/">https://cbtrust.org/additional-resources/</a> ).	✓	✓	✓
Detailed maintenance plan signed by the entity responsible for maintenance and the landowner (if different). The maintenance plan must detail maintenance activities in the short-term (1 to 5 years) and in the long-term (5 to 10 years). See the Trust’s maintenance plan template and resources at <a href="https://cbtrust.org/additional-resources/">https://cbtrust.org/additional-resources/</a> .	✓	✓	✓
Landowner letter of commitment for projects planned on properties other than your own. The letter must state that permission has been granted from the entity owning the land on which the project will be completed and commits to preserve and maintain the project. See the Trust’s Letter of Commitment and Guidance Policy at ( <a href="https://cbtrust.org/forms-policies/">https://cbtrust.org/forms-policies/</a> ).	✓	✓	✓
Two-foot topographic data, available from Maryland’s Environmental Resources and Land Information Network ( <a href="https://dnr.maryland.gov/pages/Merlin.aspx">https://dnr.maryland.gov/pages/Merlin.aspx</a> ) and/or from the Prince George’s County GIS and planning offices ( <a href="https://www.pgatlas.com/">https://www.pgatlas.com/</a> ).		✓	✓
Map showing the drainage area boundary and size and the percent impervious cover. Estimate the total area of impervious surface treated (in square feet) by the project. Report the following: <ul style="list-style-type: none"> <li>• Amount of stormwater runoff which will be treated by the BMPs. To do this, simply list the type of practice proposed, the size of the practice, the total area treated by the practice OR amount of nutrients/sediment reduced by the BMPs (calculate TN, TP, and TSS load reductions using existing guidance, calculators such as the <a href="#">Green SIMPLE</a> tool*, and/or professionals in the field)</li> <li>• Total area of impervious surface treated by the practice</li> </ul>		✓	✓
Mapped utilities and roads		✓	✓

Map of the soil survey and field confirmation of soil drainage class. Use the USDA Natural Resources Conservation Service Web Soil Survey ( <a href="https://websoilsurvey.nrcs.usda.gov/app/HomePage.htm">https://websoilsurvey.nrcs.usda.gov/app/HomePage.htm</a> )		✓	✓
Soil borings/results for proposed infiltration practices		✓	✓
Design plans that show proposed grade changes, drainage structures, rock placement, piping, underdrains, etc.		✓	✓
Detailed earthwork volumes (existing soil to be removed, bioretention soil to be added, etc.)		✓	✓
Proposed surface water intake (where runoff enters your project area) and project outfall (where water will exit your project area)		✓	✓
Plan-view and cross-sections that show elevations as applicable and size of all BMPs proposed		✓	✓
Field survey of topography for existing conditions			✓
Mean high water, full pool elevation, bankfull (as applicable to the project type)			✓

\*Green SIMPLE tool full link: [https://cbtrust.org/wp-content/uploads/Green\\_SIMPLE.xlsx](https://cbtrust.org/wp-content/uploads/Green_SIMPLE.xlsx)

Pollutant Load Reduction Calculator: The Green Stormwater Infrastructure siMple Pollutant Load reduction Estimator (Green SIMPLE) was developed to help Chesapeake Bay communities more easily and consistently estimate the water quality benefits of proposed stormwater retrofit and community greening projects. The tool is an easy-to-use spreadsheet that is consistent with the pollutant loading rates and load reduction efficiencies used in the Chesapeake Bay Model. It allows users to estimate pollutant load reductions from individual projects as well as to compare a suite of candidate projects based on factors such as cost-effectiveness, pollutant load reduction, maintenance burden, and constructability.