



February 25, 2026

Mr. John Hoatson
Town Manager
Town of Cottage City
3820 40th Avenue
Cottage City, MD 20722

Dear Mr. Hoatson:

The Chesapeake Bay Trust (the Trust) thanks the Town of Cottage City for your proposal to the Prince George's County Climate Resilience Hubs Award Program. The Trust received a high level of requests, over \$288,000 in requests for \$217,000 available in this round of the program. I am pleased to report approval of \$40,000 to support the enhancement of a sustainable, local community garden and provide climate resilience educational workshops.

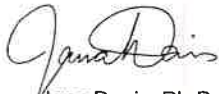
Your award will be distributed as detailed in the award agreement attached. The payment(s) are contingent on key elements that are required prior to the release of each payment as described in your award agreement.

Please carefully read your award agreement and contact the Trust if you have questions.

The signed award agreement, and any other contingencies, and status and final reports must be submitted by logging into the Chesapeake Bay Trust Online System accessed through the link https://www.grantrequest.com/SID_1520 with the same username and password used when you applied. The Trust reserves the right to cancel the award and apply funds to other projects if the requirements of the award agreement are not met by the due dates.

If you should have any questions regarding our decision, please feel free to contact the Program Officer, Delaney Samons, at (410) 974-2941 ext. 131. For questions regarding payment status, please contact, finance@cbtrust.org. The Chesapeake Bay Trust greatly appreciates the time you invested in the proposal development and looks forward to working with you in the future.

Sincerely,



Jana Davis, Ph.D.
President

Award #: 27978
Project Leader: Mr. John O'Connor





Award Agreement between the Chesapeake Bay Trust And the Town of Cottage City

This agreement is between the Chesapeake Bay Trust (the "Trust") and the Town of Cottage City (the "Awardee"). The total amount of the award for award number 27978 is \$40,000. Delivery of this award is made through the Prince George's County Climate Resilience Hubs Award Program and is subject to receipt by the Trust of a signed copy of this agreement which confirms that:

Award Amount and Description

The award is in the amount of \$40,000 to support the enhancement of a sustainable, local community garden and provide climate resilience educational workshops. By accepting this award, Awardee agrees that said monies will be used to accomplish deliverables with budgeted items as proposed in your application received on 11/12/2025, modified through any contingencies below, and approved in this agreement.

Period of Performance

The period of performance for this award is from 2/18/2026 to 2/1/2027.

Changes in Scope and Budget

Up to 10% of total project funds may be shifted from one of the high level budget categories (e.g., supplies, travel, etc.) to another, as long as the shift does not substantively modify the project's goals, objectives, milestones, or deliverables. Significant changes to project budget and/or scope must be approved by the Trust in advance of the change. Requests for approval of changes must be made by completing the Award Revision Request Requirement available in your online award portal. The following types of changes should trigger an Award Revision Request:

- Scope Changes:
 - An alteration of the intent, goals, objectives, milestones, and/or deliverables of the project
 - A change in the physical location of a project
 - Changes in key personnel or key project partners
 - Changes in project deliverables are proposed in your original application and modified through any contingencies in this award agreement
 - Changes in timeline in your original application or as any subsequently amended, including requests for no-cost extensions
- Budgetary Changes:
 - Changes in budget that result in a greater than 10% shift in funds across high level budget categories (personnel, supplies, contractual, travel, field trip fees, other, and indirect costs)
 - Addition of a line item to the budget that falls under one of the seven high level budget categories that had not yet appeared in your budget (e.g., adding personnel when none had been approved previously or adding contractual services to the budget)
 - Budget changes that reflect an alteration of the intent of the project
 - Budget changes that reflect a change in the environmental benefit or impact of a project

Distribution of Funding

Funding will be distributed as follows: Phase 1 payment of \$36,000. This payment is contingent upon the submission to the Trust and approval of the following documents by 4/1/2026:

- Signed award agreement;
- Record of attendance requirement to the online system for a project kick-off meeting with the Trust (Delaney Samons, dsamons@cbtrust.org) and Prince George's County (Danielle Miller-Wagner, dmwagner@co.pg.md.us) to discuss the goals of the project;
- An updated application budget that totals the award amount and removes the personnel line item for Alta Certified Professional Accountant (CPA);
 - A refined evaluation plan to measure changes in knowledge as a result of the workshops;

- A brief written statement explaining whether solar powered lighting was considered and could be adopted for this project;
- A draft site plan that includes:
 - a. A draft plant list and planting plan for the raised garden beds and tree plantings;
 - b. Americans with Disabilities Act (ADA) compliant pathways; and
 - c. Rainwater catchment system; and
- Draft workshop agendas that include proposed topics, speakers, dates, and locations.

Contact the Trust for assistance with these contingencies. Funds will not be released until these contingencies are met.

Final Payment of \$4,000 will be distributed upon submission to and approval by the Trust of your final report due on or before 2/1/2027. The final report shall include:

- **Programmatic Report:** A narrative report using the Trust's final report form accessed through http://www.GrantRequest.com/SID_1520. Included in the final report will be a deliverables section that should match the deliverables you proposed in your approved application, as modified by any contingencies or budget adjustments.
- **Financial Report – FMS “Expenses” worksheet:** Information must be entered in the appropriate columns (see the “Expenses Instructions” worksheet) describing how the previous phase funds were spent plus the final 10% such that the full award amount, less any award monies not to be used, is reported. If unauthorized changes were made to the budget or deliverables without Trust approval you will be required to refund the award.
- **Financial Documentation – Submission of invoices/receipts and an accounting of personnel costs:** Invoices/receipts and documentation of personnel expenses must be included in ONE PDF or other file. Each row entered into the FMS’s “Expenses” worksheet must include a corresponding invoice/receipt/piece of documentation. Each individual invoice/receipt/piece of documentation must be numbered with the corresponding backup document numbers (Column A) in the FMS’s “Expenses” worksheet and submitted in numerical order. Copies of timesheets associated with any personnel time supported by the award must be included. Institutions of Higher Education may provide, in lieu of timesheets, time and effort reporting documentation that complies with 2 CFR 200.430. Any invoices/receipts/pieces of documentation already submitted in reporting on a previous phase, if applicable, need not be resubmitted.
- **Final Products:** Final products that include **final plant list and planting plan for the raised garden beds and tree plantings; final educational signage; final workshop agendas and participant lists; pre- and post-evaluation survey results to quantify increased knowledge;** and additional other deliverables as outlined in your award application and as modified through any contingencies.
- **Photos of the Project:** For all projects that involve a construction element, submit before, during, and after construction photos. For all projects that involve an outreach or community engagement element, submit photos of engagement events.

Progress Report(s)

Progress report(s) on this project including the outreach and/or restoration progress, to date, is due to the Trust on or before 6/1/26, 9/1/26, and 12/1/26.

Submitting Documents/Requirements

The signed award agreement; other contingencies; record of attendances; and status, progress, and final reports are required to be submitted by logging into the Chesapeake Bay Trust Online System account accessed through the link https://www.grantrequest.com/SID_1520 with the same username and password used when you applied. Status, progress, and final report extension requests must be made using the Award Revision Request Requirement prior to the report due date. Depending on the circumstances, the Trust may or may not grant an extension. In cases where the Awardee fails to submit a status report, progress report, final report, or other requirement 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.

Acknowledgement of Funder(s)

All public communications and promotion including press releases, print publications, signage, online messaging, etc. must acknowledge the Chesapeake Bay Trust and include the Trust's logo (available at www.cbtrust.org/logo). The funding/program partner(s), Prince George's County, Department of the Environment, whose logo(s) appears at the top of the cover letter to this Agreement must also be acknowledged using both their organization name and logo.

The Trust has also created a social media toolkit available at www.cbtrust.org/granteesocialmedia/. This is an optional resource to assist in preparing social media posts during the life of your award. Please reach out to your Program Officer with any questions.

Accidents or Emergencies

The Awardee must immediately report any accident/emergency to the Trust.

Termination

The Trust may terminate this award, in whole or in part, if you fail to comply with the terms and conditions of the award including statutory or regulatory requirements or if the award no longer accomplishes the program goals or aligns with funding entity priorities. In the event of termination of this award by either party prior to completion, you shall immediately (unless otherwise directed by the Trust in its notice of termination) undertake all reasonable steps to wind down the project collaboratively with the Trust. Should suspension or termination of federal funding occur, you will be given as much time as possible to amass documentation of costs incurred and a properly prepared and substantiated invoice up to the date of termination; however, you must be ready to submit those costs within 7 days of notification by the Trust.

By signing this award agreement, The Awardee agrees to comply with the terms and conditions of this agreement including status and progress report date(s), if applicable, and the final report date listed above and agrees to return funds if a complete report is not submitted by the deadline. Awardee also agrees to comply with terms and conditions included in the proposal submission and that all work will be conducted in accordance with appropriate Federal, state and local laws.

Failure to submit report(s)/requirement(s) by the deadline may affect continuance of this award and will affect eligibility of future awards.

The undersigned who is (are) fully authorized in the premises of the Town of Cottage City accepts, subject to the terms and conditions in the above award agreement.

Return signed copied of the full award agreement, with each page initialed and full signatures on the last page*, by uploading a scanned copy to your Chesapeake Bay Trust Online System account accessed through the link https://www.GrantRequest.com/SID_1520 with the same username and password used when you applied. Please keep a copy for your records.



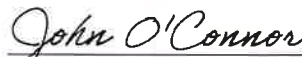
Signature of Executive Officer*

Town Manager

Title

03/03/2026

Date



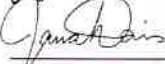
Signature of Project Leader*

Grants Manager

Title

02/26/2026

Date



Signature of Jana Davis, Ph.D.
Chesapeake Bay Trust

President

Title

2/25/2026

Date

Award #: 27978

Award Program: Prince George's County
Climate Resilience Hubs