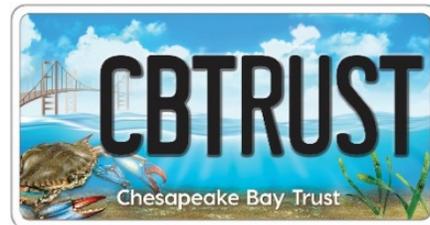




Anne Arundel County Watershed Restoration Grant Program

FY 21 Request for Proposals



Chesapeake Bay Trust

108 Severn Avenue, Annapolis, MD 21403

(410) 974 – 2941 ♦ www.cbtrust.org

Anne Arundel County Watershed Restoration Grant Program

At A Glance

Program Summary:

The Anne Arundel County Watershed Restoration Grant Program encourages on-the-ground restoration activities that reduce storm flow and pollutants and that engage residents in the restoration and protection of the local rivers and streams of Anne Arundel County.

Deadline:

Grant Application:

Thursday, March 4, 2021, at 4:00 PM EST

Pre-Application Site Visit:

Complete by Friday, February 12, 2021

Eligible Project Locations:

This program funds projects in Anne Arundel County, Maryland, including the City of Annapolis for Category 1 and 2 restoration projects. Category 3 projects must be in Anne Arundel County, outside the City of Annapolis.

Request Amounts: \$15,000 to \$300,000

Submit Your Application:

Follow the instructions online at <https://cbtrust.org/anne-arundel-county-watershed-restoration/>

Contact:

Sarah T. Koser, Senior Program Officer,
410-974-2941 ext. 106, skoser@cbtrust.org



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Introduction and Program Goals

The Anne Arundel County Watershed Restoration Grant Program will fund projects to reduce pollutants through the implementation of watershed restoration practices. This award program aims to improve water quality in the County's local streams and waterways, as called for in the County's Municipal Separate Storm Sewer System (MS4) Permit and County and City of Annapolis' Stormwater Management Inventory and Watershed Improvement Plan, which require reductions in storm flow volume and pollutants entering the County's waterways. Projects must accomplish on-the-ground restoration that treats rainwater runoff from impervious surfaces at a cost-effective price or demonstrates the accomplishment of another metric that will help the County and City meet local water quality and runoff reduction improvement goals. Applications under this award program that demonstrate sound design and cost efficiency in meeting this goal will be most competitive. To demonstrate this, applicants will be required to provide sound technical designs and project budgets as outlined in this application package.

The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of 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 \$120 million in awards to municipalities, nonprofit organizations, schools, and public agencies throughout 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 and <https://cbtrust.org/diversity-inclusion/>.

This Anne Arundel County Watershed Restoration Grant Program is a partnership between the Trust, the Anne Arundel County Bureau of Watershed Protection and Restoration, and the City of Annapolis. The Trust is acting as the administrator for this award program which is funded entirely through the Anne Arundel County Watershed Protection and Restoration Fund (www.aarivers.org) and the Watershed Restoration Fund from the City of Annapolis (<https://annapolismd.legistar.com/View.ashx?M=F&ID=7771716&GUID=6DE06AC6-1B21-449B-9F4A-7BB444A8E5D8>).

In this grant program, we have traditionally included two categories of project types: Category 1 projects are small-scale restoration projects and Category 2 projects are large-scale restoration projects. In FY21, we are adding an evaluation track for the County's potential acquisition of non-tidal flood prone and/or natural resource rich properties whose preservation can assist the County in meeting its environmental regulatory goals and help mitigate flood risk. Throughout this RFP, these will be referred to as Category 3 projects.

In FY21, the program welcomes the City of Annapolis as a funding partner requesting applications for restoration projects in the RFP's Category 1 and Category 2.

Project Types, Locations, and Eligible Applicants

Eligible Project Types (Category 1 and 2)

The most competitive projects will be implementation-ready (i.e., construction phase) and will achieve reductions of storm flow and pollutants to County and City of Annapolis waterways. The Anne Arundel County will support construction/implementation. The City of Annapolis will support design and/or construction implementation. This award program requests applications for following projects:

- Bioretention cells, bioswales, rain gardens, and additional stormwater best management practices (BMPs) as well as stormwater retrofits;
- Stormwater wetland and marsh creation and enhancement;
- Stream and wetland restoration;
- Regenerative conveyance systems (coastal plain outfalls, step pool storm conveyance, etc.);
- Living shorelines (on community or public property); and
- Green roofs.

Projects are separated into two categories based on total disturbance size. Appendix A of this application package includes guidance specific to both project categories that are briefly described as follows:

- Category 1 projects are small-scale restoration projects that have a disturbance footprint less than 5,000 square feet or disturb less than 100 cubic yards of earth and
- Category 2 projects are large-scale restoration projects that have a disturbance footprint greater than 5,000 square feet or disturb more than 100 cubic yards of earth.

Applicants are encouraged to rely on widely-accepted stormwater BMPs, including practices that are in the Chesapeake Bay Program (CBP) list of approved practices by Maryland Department of the Environment (MDE). For reference, use the document titled “Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated - Guidance for National Pollutant Discharge Elimination System Stormwater Permits” (Maryland Department of the Environment, June 2020): https://cbtrust.org/wp-content/uploads/2020-MS4-Accounting-Guidance-Documents-EPA-June_2020-1.pdf

If you have a project idea or project type that is not listed, but that you believe meets the goals of the award program, contact Sarah T. Koser at skoser@cbtrust.org to discuss your proposal before applying. Background information on the proposed practice and a justification of the practice’s use must be provided if the practice is not approved by MDE.

Projects that are required under an existing or pending regulatory process or permit, are required for mitigation, or are required by a regulatory authority for any other reason **are not eligible for this program**. The applicant is solely responsible to determine if any regulatory requirements or conditions exist prior to applying.

Projects in road or utility right-of-way (ROW) areas **are not eligible for this program**. Projects associated with inlets and outfalls that cross ROWs are subject to County approval for eligibility.

Eligible Project Types (Category 3)

Anne Arundel County recognizes that increasingly intense rainfall events, combined with a changing climate and historical infrastructure constraints and development patterns, have left some properties within the County at continued risk of non-tidal flooding. Applicants for this category of project should be landowners (or their partners) who own frequently flooded, non-tidal property within the County that, through their acquisition (and potential demolition) could provide the County with additional natural resource protection areas, stormwater storage, and/or other environmental benefits, including the mitigation of flood risk elsewhere.

Unlike the restoration projects listed above, grants will not be made directly from the Trust to selected landowners. This process will be used by the County to identify high priority parcels for the County to pursue at a date following the evaluation period.

Eligible Locations (All Category Projects)

Applicants are encouraged to submit projects in Anne Arundel County, including the City of Annapolis, and to seek projects located in watersheds that are high priorities for restoration in the County or described in the City of Annapolis' Stormwater Management Inventory and Watershed Improvement Plan:

- <http://www.aacounty.org/departments/public-works/wprp/watershed-assessment-and-planning/watershed-studies/>
- <https://www.annapolis.gov/DocumentCenter/View/983/Watershed-Improvement-Plan-Final-PDF>

Applicants should also consider whether the project will connect to other watershed stewardship efforts. For a list of County projects that a proposed project could complement, see the Bureau of Watershed Protection and Restoration's Project map at:

https://www.aacounty.org/departments/public-works/wprp/restoration/WPRP_Projects

Eligible Applicants (Category 1 and 2)

Applications must include at least one partner that represents a stakeholder group based in Anne Arundel County (includes City of Annapolis). Eligible applicants must be a **certified 501(c) non-profit organizations**, such as:

- Local watershed groups
- Community associations and homeowners' associations
- Service, Youth, and Civic groups
- Faith-based organizations

Non-profit organizations are eligible to propose projects on non-profit property, private property, City of Annapolis-owned property, or public school properties, with assurance that the landowner is in support of the project (assurance to be included in the application).

Eligible Applicants (Category 3)

Applications for Category 3 projects can be submitted by private property owners within Anne Arundel County, or by partners, working on behalf of a private property owner, with their written consent. City of Annapolis properties are not eligible for Category 3 projects.

Long-Term Maintenance Agreement

Both Anne Arundel County Department of Public Works (DPW) and the City of Annapolis will require that a Memorandum of Understanding (MOU) be executed with the associated property owner(s), for long-term maintenance, inspection, and protection of the project. The County or the City will claim any water quality, resource improvement, and/or credits resulting from the project and this will be part of the MOU.

The MOU is not required with your proposal submission. However, a signed Letter of Support for the project from each landowner and their willingness to execute the MOU is required with your application package. A sample MOU for awards in Anne Arundel County is available on the Trust's website for your reference at https://cbtrust.org/wp-content/uploads/MOU_Anne-Arundel-Co-Sample.pdf. A sample MOU for the City of Annapolis can be provided by contacting the Trust.



For living shoreline projects, the landowner will be wholly responsible for long-term maintenance of the project upon completion, in accordance with the Maryland Department of the Environment and CBP BMP Verification protocols. A signed Letter of Commitment provided with your application must indicate that the landowner is prepared to execute an MOU to guarantee these responsibilities. Letters of Commitment from the landowner must state that they agree to the implementation of the project and will perform all routine maintenance (e.g., mowing, weeding, replanting, mulching, etc.)

This section does not apply to Category 3 projects.

Evaluation Criteria

The following criteria will be used by external technical expert reviewers to evaluate applications submitted to the Anne Arundel County Watershed Restoration Grant Program. We recommend reviewing your proposal or having a colleague review your proposal against these criteria before submission to ensure that you have addressed all the relevant criteria. Preference will be given to applications that meet multiple criteria.

Evaluation criteria are applicable to each of the three categories of project tracks as noted below:

General Quality of Application (Scale of 1-5): CATEGORIES 1, 2, AND 3
<ul style="list-style-type: none"> • What is the level of completeness and attention to detail? • Are all required application components included for sound evaluation of the application?
Consistency with Request for Proposals (Scale of 1-10): CATEGORIES 1, 2, AND 3
<ul style="list-style-type: none"> • Is the proposed project consistent with the intent of the project type selected? • Has the applicant included all technical information listed in Appendix A?
Justification/Project Need (Scale of 1-10): CATEGORIES 1, 2, AND 3
<ul style="list-style-type: none"> • Does the applicant justify the need for the project and practices proposed?
Likelihood of Project Success/Environmental Outcomes (Scale of 1-25): CATEGORIES 1 and 2
<ul style="list-style-type: none"> • Water quality benefit: Is the project cost effective as measured in cost (\$) per impervious acre treated and cost (\$) pound of pollutants removed annually? [On average, the most competitive projects tend to be at or below approximately \$70,000 (grant funds, not overall cost) <i>per impervious acre treated</i>] • Has the applicant provided calculations of nutrient and sediment loads reduced by the project as per 2020 MDE MS4 Guidance? This guidance is at: https://cbtrust.org/wp-content/uploads/2019-MS4-Accounting-Guidance-Document-12-23-19.pdf • Are there other ecological benefits associated with the project (except living shorelines as noted in Appendix A Category 2)? • Has the applicant secured landowner permission? • Are methodologies and/or designs sound and consistent with best practices? • Does the proposed project team have the necessary qualifications to conduct the work? If not, does the application include qualified technical experts, agencies, and/or organizations to be part of the team (i.e., contractors/consultants included in the budget)? This could be included directly as requested funding or as matching funding in the budget. • Does the applicant have a history of successfully completing similar environmental projects? • Are partnerships required for success? If so, are partnerships documented in Letters of Commitment that specify the technical assistance, level of staff effort, funding provided, or other resources needed for the project success?
Demonstration Value (Scale of 1-10): CATEGORIES 1 and 2
<ul style="list-style-type: none"> • Does the project have demonstration value and/or transferability? • All implementation projects are required to have signage; have funds for interpretive signage been requested in the budget? • Will the project connect to other watershed stewardship efforts? For a list of County projects that a proposed project could complement, see the Bureau of Watershed Protection and Restoration's Project map at: https://www.aacounty.org/departments/public-works/wprp/restoration/WPRP_Projects For a list of City projects to prioritize, refer to the City of Annapolis' Stormwater Management Inventory and Watershed Improvement Plan at: https://www.annapolis.gov/DocumentCenter/View/983/Watershed-Improvement-Plan-Final-PDF

<ul style="list-style-type: none"> Does the proposal describe how this project will be used as a model or pilot for future efforts?
Long-Term Sustainability (Scale of 1-15): CATEGORIES 1 and 2
<ul style="list-style-type: none"> Has the applicant addressed future project sustainability?
<ul style="list-style-type: none"> Will the project persist and be well-maintained and not threatened by various types of disturbance?
<ul style="list-style-type: none"> Has the applicant proposed a relevant and robust evaluation plan that will be used to improve project sustainability in the future?
<ul style="list-style-type: none"> Has the applicant addressed the need for ongoing resources needed to maintain the value of the project?
<ul style="list-style-type: none"> Will the impacts of the work be felt after the award period has ended?
<ul style="list-style-type: none"> Has the applicant ensured that the project will not adversely affect public safety, infrastructure, and/or properties?
Budget (Scale of 1-25): CATEGORIES 1 and 2
<ul style="list-style-type: none"> Does the budget reflect actual project costs?
<ul style="list-style-type: none"> Were multiple bids/estimates obtained from qualified contractors?
<ul style="list-style-type: none"> Are all budget line items justified in the project narrative?
<ul style="list-style-type: none"> Does the budget include line items to obtain all necessary permits and complete as-built drawings?
<ul style="list-style-type: none"> Did the project leverage resources (e.g., in-kind/hand match proposed)?

Funding Availability, Budget Guidance, and Project Timeline

Funding Availability

The funding partners anticipate a total of \$1,000,000 available for awards in Anne Arundel County and \$300,000 available for awards in the City of Annapolis.

Funding requests will generally not exceed \$300,000. For requests larger than \$300,000, contact the Trust's Senior Program Officer, Sarah T. Koser for prior approval.

Budget Guidance

Non-construction: Requests for non-construction expenses such as costs for soil borings, surveys, designs, permit fees, and the associated project management, consultant costs, administrative costs, and travel costs associated with those non-construction costs (e.g., project development) will be considered, but should be limited. However, interpretive signage is required. The funding partner will provide interpretive signage examples and will review proposed signage designs. All requests for non-construction costs should be accompanied by a clear and compelling justification.

Designs: Design funding will be considered but at a minimum, a concept design plan must be submitted with your application that clearly demonstrates the ability to treat a proposed amount of stormwater entering the facility, as well as be able to secure permits and complete the project within two years of the award. If your project is in the City of Annapolis, concept design funding is allowed and your application must outline the stormwater entering the proposed facility, as well as be able to secure permits and complete the project within two years of the award.

Permits and As-Builts: Application budgets must include costs for obtaining all necessary permits and costs to complete as-built drawings of the project that accurately reflect the final project and construction methods of the project. Final designs resulting in a reduced level of treatment may result

in a reduced award. Contact Sally Albright at Anne Arundel County via email at pwalbr00@aacounty.org and Betsey McKeown, efmckeown@annapolis.gov at the City of Annapolis to obtain current permit fees for voluntary restoration projects.

Contractors: If a contractor will be hired to complete a portion of the project, The Trust strongly recommends that applicants get at least three competitive bids, estimates, or quotes prior to completing the application or indicate in the proposal that at least three estimates or quotes have been or will be obtained. Applicants for projects located outside the City of Annapolis are encouraged to submit the contractor bids, estimates, or quotes to Anne Arundel County via email (Sally Albright at pwalbr00@aacounty.org) for review in advance of submitting their final application. Applicants for projects located in the City of Annapolis are encouraged submit the contractor bids, estimates, or quotes to the Trust via email (Sarah T. Koser, at skoser@cbtrust.org)

Match: Matching/leveraged resources are not required but are viewed favorably. Indicate whether each match entry is applied for, pledged, or in-hand. Indicate in the narrative whether your organization has requested financial support from any other sources for the project not listed as match in the budget submitted. Any resources that have been put into the project already during the design and permitting phases, including awards previously received, can be counted as match.

Personnel & Other: For any personnel requests, list the percentage of overall staff time devoted to the project by each staff member in the budget item column. Proposals that do not include full justification for personnel costs may not be fully funded. Applicants may request funds for indirect costs, which must be listed separately (not combined with salary) and must be less than 10% of the direct costs.

Project Timeline

Projects must be completed within two years upon receipt of the award. The estimated duration for projects awarded funding from this award program is May 2021 to May 2023.

Deadline

Applicants must contact the Trust to arrange a project site visit with the Trust, Anne Arundel County, and/or the City of Annapolis partner staff before applying for funding. The site visit should also include the project applicant organization, landowner, project designer, and any other relevant project partners. We strongly recommended that you contact the Trust to schedule the site visit by December 31, 2020. **The site visit must be completed by February 12, 2021.** The applicant is required to provide the design concept drawings and the Pre-Application Best Management Project (BMP) Worksheet (Appendix A) to the Trust prior to the site visit. The Trust's Grant Program Manager, Sarah T. Koser, is available to review materials, conduct site visits, explain the application process, and answer additional questions. at (410) 974-2941 ext. 106 or skoser@cbtrust.org.

Applicants must submit applications in the Chesapeake Bay Trust Online System by 4:00 PM EST on March 4, 2021. 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 the 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

Each application is reviewed 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 represent

communities served by projects funded by this RFP. The TRC ranks and scores all applications based on the criteria listed 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 funding partners reserve the right to fund projects and budget items that advance their missions and meet specific funding priorities and criteria.

To allow applicants to set expectations prior to investing time in application, the Trust provides historical application approval rates for the same or similar programs: The average approval rate from the last three rounds in this award program is 57%, which includes both fully and partially-funded applications.

Awards and Notifications

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 mail the first award payment to the requesting organization following: satisfaction of any phase 1 payment award contingencies, including upload of the signed award agreement. Ten percent (10%) 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 awards.

The FY21 Anne Arundel County Watershed Restoration Grant Program awards will be announced in June 2021.

Contact

For technical assistance, contact Sarah T. Koser at (410) 974-2941 x 106 or skoser@cbtrust.org.

Narrative Questions

You will be asked to upload a “Narrative” addressing the following sections in the below table. This narrative shall not to exceed five (5) pages of text, excluding photos or materials such as letter(s) of commitment. We recommend that you copy and paste the questions to use as an outline and to ensure that you address all questions. Also, up to four additional file attachments may be submitted with your application.

The project “Narrative” should address all narrative questions below and be uploaded as a Microsoft Word or PDF. *Project narrative questions are applicable to each of the three categories of project tracks as noted:*

Section & Project Category	Narrative Questions
1. Objectives <i>Applicable to Categories 1, 2, 3</i>	What are the specific objectives of the project?

<p>2. Background</p> <p><i>Applicable to Categories 1, 2, 3</i></p>	<p>Describe the background of the project. Why is this project needed? How was it identified? What was the impetus?</p>
<p>3. Watershed Planning Context</p> <p><i>Applicable to Categories 1, 2, 3</i></p>	<p>Is your project identified within the local WIP or a local watershed plan? If so, identify the plan and explain the project in context of the plan. Alternatively, applicants can explain their project in the context of a subwatershed approach following a local or community-based watershed action plan. A copy of this plan should be included in the application.</p> <p><u>Resources:</u> For a list of City projects to prioritize, refer to the City of Annapolis' Stormwater Management Inventory and Watershed Improvement Plan at: https://www.annapolis.gov/DocumentCenter/View/983/Watershed-Improvement-Plan-Final-PDF</p> <p>For information most relevant to Urban Stormwater see Section 4.4 of County's Local Watershed Implementation Plan. For a list of County projects that a proposed project could complement, see the Bureau of Watershed Protection and Restoration's Project map at: https://www.aacounty.org/departments/public-works/wprp/restoration/WPRP_Projects.</p>
<p>4. Long-term project protection</p> <p><i>Applicable to Categories 1, 2</i></p>	<p>Have you described your willingness to execute a Memorandum of Understanding (MOU) to provide permanent long-term protection of the project, to allow Anne Arundel County Department of Public Works (DPW) and the City of Annapolis to access and inspect your project, and to allow the County/City to claim any water quality, resource improvement, and/or credits resulting from the project?</p> <ul style="list-style-type: none"> • Long-term protection of the project and access and inspection by DPW are both requirements of this award program, excluding living shorelines. • If your project is a living shoreline, describe your willingness to execute an MOU including a private maintenance agreement, providing long-term protection of the project and a commitment of the landowner to provide full structural and routine maintenance. <p><u>Note for living shorelines:</u> Ecological benefits of living shoreline projects will be weighted equally with pollutant load reductions. Therefore, applicants are encouraged to use practices that provide a diversity of subaquatic and terrestrial habitats and allow</p>
<p>5. Experience</p> <p><i>Applicable to Categories 1, 2</i></p>	<p>Describe your organization's or project team's experience in completing similar projects. Provide a brief description including the location of any relevant previously completed projects by your organization. Provide pictures of the project(s).</p>
<p>6. Contractor(s)</p> <p><i>Applicable to Categories 1, 2</i></p>	<p>If hiring a contractor, applicants are encouraged to obtain cost estimates or quotes from at least three service providers prior to completing the application or indicate in the proposal that at least three estimates or quotes have been or will be obtained.</p> <ul style="list-style-type: none"> • Has/will a consultant be hired and has a contractor been selected? • Describe your consultant/contractor selection process, including justification and background of the selected consultant/contractor. • If using a bid process, describe the process. <p><u>Note:</u> The Trust strongly recommends that applicants get at least three competitive bids, estimates, or quotes</p>
<p>7. Community Context</p> <p><i>Applicable to Categories 1, 2</i></p>	<p>The best projects will connect to other existing community watershed stewardship efforts.</p> <ul style="list-style-type: none"> • Indicate how this project fits into other watershed stewardship activities occurring in the community. For example, are neighboring faith-based

	<p>organizations or homeowner’s associations who may already be undertaking environmental activities going to be engaged in this project?</p> <ul style="list-style-type: none"> • Do you have an outreach plan or communications plan for this project? Outreach programming associated with your proposed project is not required, but strongly encouraged.
<p>8. Demographics</p> <p><i>Applicable to Categories 1, 2</i></p>	<p>In light of the Trust's commitment to the advancement of diversity in its award-making, provide demographic information about the community or population involved in or served by the project.</p> <ul style="list-style-type: none"> • Provide demographic information about the community or population involved in or served by the project. • Provide your organization’s experience working within the specific communities that you will be prioritizing. If you have not had significant experience within your prioritized demographic, explain how you intend to address this issue; the Trust encourages applicants to establish partnerships with local organizations that may have greater cultural competencies within the targeted demographic(s).
<p>9. Permit Status</p> <p><i>Applicable to Categories 1, 2</i></p>	<p>Describe if this project will require a construction permit and where the project is in the permit process/timeline. List the federal, state, and/or county agencies with which you have been in contact. Contact Sally Albright at Anne Arundel County via email at pwalbr00@aacounty.org or Betsey McKeown at City of Annapolis at efmckeown@annapolis.gov to obtain permit fees for voluntary restoration projects.</p>
<p>10.Sustainability</p> <p><i>Applicable to Categories 1, 2</i></p>	<p>The Trust aims to invest in projects that have the longest potential longevity, after the award period has ended. Several threats exist that may result in loss of project value: change in public interest in an effort, changes in rainfall or sea level associated with climate change; change in land use; and more.</p> <ul style="list-style-type: none"> • Discuss the future you see for the work for which you are requesting funds. • What factors may affect its long-term value and how will you ensure its long-term value is maximized? • If the project or program will need ongoing financial resources in order to maintain its value, describe how the project will be sustained beyond the term of the proposed funding request.

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. **For your budget request:**

- Budgets that are detailed, justified, and itemized are ideal.
- For any staff cost requests, list the percentage of overall time devoted to the project by each staff member in the budget item column. It is expected that all personnel included in budgets will be directly involved in the work conducted under this program. Requests that do not include full justification for personnel involved may not be fully funded.
- Matching/leveraged resources are encouraged. Indicate whether each match entry is applied for, pledged, or in-hand. Indicate in the narrative whether your organization has requested financial support from any other sources for the project not listed as match in the budget submitted.

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, so you will only need to copy and paste the values from the FMS to the Online Application.

Additional Budget Justification

This online application component will ask you to provide a descriptive budget narrative to justify and explain costs. such as: 1) if you requested staff costs (personnel/staff that are in your organization) you must provide a detailed justification for those staff costs that includes a scope of work for the staff costs requested, tasks for the scope of work, and hours associated with those tasks and 2) the source of any contractor cost estimates. Staff cost requests that are not fully justified will not be funded. If awarded, you will be required to provide timesheets for all staff time used during the project.

The body of work described in your proposal should be able to be accomplished with the resources requested in your budget. If the success of the work is contingent upon award of other funds, make this clear in your budget justification section.

Supporting Documents

Other requirements and attachments (if applicable) should be uploaded as one Microsoft Word or PDF and include the items listed in the below table.

Section	Description of Requirements and Attachments for Anne Arundel County and City of Annapolis
Pre-Application BMP Worksheet	Completed worksheet in Appendix B.
Technical Information	<ul style="list-style-type: none"> ✓ Site photos ✓ Existing conditions ✓ Current designs ✓ Planting plan (design/list of native plants) ✓ Proposed grades and material volumes (if earthwork proposed) ✓ Completed drainage area table for each BMP (Appendix B) <ul style="list-style-type: none"> ✓ Calculations of amount of stormwater treated by each BMP + methodology (MDE Guideline link provided in Section II) ✓ Category 1 or 2 designation (Appendix A) ✓ Letter(s) of Commitment
Maintenance Plan(s)	Maintenance plan signed by the responsible entity (County or landowner depending on project) and the landowner.
Landowner Letter(s) of Commitment and/or Support	Letter(s) from landowners agreeing to implementation of the project, perform maintenance, and execute a MOU as outlined in “Long-Term Maintenance Agreement” section above (sample MOU here).
Permit documents (if applicable)	Permit applications and/or approvals if you have applied for by the time of proposal submission (not required, but favorable). <u>Note:</u> The City of Annapolis’ process for permitting water quality projects (Appendix C). The Anne Arundel County Bureau of Watershed Protection and Restoration (BWPR) has created a process for voluntary water quality projects to be subjected to reduced local project permitting fees (Appendix D). For additional information, contact Sally Albright at Anne Arundel County via email at pwalbr00@aacounty.org and Betsey McKeown at City of Annapolis via email at efmckeown@annapolis.gov for permit fee questions.

Online Application Submission Instructions

The Trust uses an online system for the application process, and if awarded, project management. To apply for an award, 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 March 4, 2021**. 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. Watch our video on how to apply for and submit an application using our online system at <https://cbtrust.org/grants/>.

Online Application Form

You will be asked to provide the following information on the online application form. Some items are required in order to submit your application. The application links are included below:

Category 1 and 2 projects (application form): https://www.GrantRequest.com/SID_1520?SA=SNA&FID=35084

Category 3 projects (application form): https://www.GrantRequest.com/SID_1520?SA=SNA&FID=35598

- Eligibility Quiz
 - This short 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 DUNS 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 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 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 abstract; the watershed, county, and legislative district in which the project is located; and the latitude and longitude coordinates of the project location.

- Timeline Tab (not required for Category 3 projects)
 - Add the project start and end date. Provide a project timeline that includes major tasks and their associated start and end dates.

- Deliverables Tab (not required for Category 3 projects)
 - Provide estimated metrics for your proposed project such as project participants and outreach and restoration outcomes.

- Volunteers Tab (not required for Category 3 projects)
 - Provide a description of volunteer activities, the number of volunteers, and total number of volunteer hours.

- Project Partnerships (not required for Category 3 projects)
 - 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 “Partnership” Letter of Commitment from each partner in your application describing in detail the partner’s role or contribution to the project. The Trust’s definition/policy on “Partnership” Letter(s) of Commitment, is located here:
https://cbtrust.org/wp-content/uploads/Chesapeake-Bay-Trust-Letter-of-Commitment-Policy_082819.pdf

- Narrative & Supporting Documents Tab
 - Upload a Microsoft Word or PDF file that contains your answers to the narrative questions found in the Narrative Questions section of this RFP. Upload additional supporting documents, if needed/required, per the Supporting Documents section of this RFP.

- Budget Tab (not required for Category 3 projects)
 - 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.

Appendix A: Watershed Restoration Project Guidelines by Category



Appendix A: 2021 Anne Arundel County Watershed Restoration Grant Program Project Guidelines by Category

The purpose of this guidance is to identify for applicants and grantees the minimal elements of project design associated with successful projects, while keeping in mind constraints and scale of community-based, voluntary projects. Partners prefer complete project design to consider funding implementation phases of projects. Applicants are strongly encouraged to contact the Trust for assistance and further guidance when creating applications to discuss how they can best qualify for the Watershed Restoration Grant Program.

Since this award program funds many types of watershed restoration practices, specific design requirements and the definition of “complete design” varies among project types. Projects will not be permitted in road or utility right-of-way areas; inlets and outfalls that cross these rights-of-way are subject to County approval. To help guide you in determining what is required for the design component of your application, restoration practices have been broadly grouped into two categories. See the list below and identify in which category your proposed project falls. Then read the design requirements below that section. If you are unsure which category your project belongs, contact the Trust for further assistance.

Proposed projects should be designed consistently with Maryland Department of the Environment’s “Maryland Stormwater Design Manual, Volumes I & II” and Anne Arundel County Department of Public Works’ Stormwater Management Design Guidance:

http://mde.maryland.gov/programs/water/StormwaterManagementProgram/Pages/stormwater_design.aspx

For reference, use the document titled “Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated - Guidance for National Pollutant Discharge Elimination System Stormwater Permits” (Maryland Department of the Environment, June 2020): https://cbtrust.org/wp-content/uploads/2020-MS4-Accounting-Guidance-Document-EPA-June_2020-1.pdf

Anne Arundel County Stormwater Management Design Guidance:

<http://www.aacounty.org/departments/public-works/wprp/watershed-resources/AACO%20DPW%20Design%20Manual%20Chapter%2006.pdf>

All Category 1 & 2 projects must submit as-built drawings with final reporting requirements. Drawings are to be completed by the project consultant that accurately reflect the construction methods of the project.

CATEGORY 1: SMALL-SCALE RESTORATION PROJECTS WITH POLLUTION REDUCTION BENEFITS

Category 1 Project Location

- Category 1 projects will be located in Anne Arundel County, including the City of Annapolis.

Category 1 Project Size

- Category 1 projects are small-scale restoration projects that have a disturbance footprint less than 5,000 square feet or disturb less than 100 cubic yards of earth

Category 1 Project Types

- ✓ Bioretention and rain garden projects, in which surface water is not collected by, or distributed to, adjacent properties that have a disturbance footprint less than 5,000 square feet or disturb less than 100 cubic yards of earth

Category 1 Design Requirements

- Site map showing:
 - Address and/or latitude/longitude
 - Two foot topographic data, available online at: <http://gis-world3.aacounty.org/HTML5Viewer/index.html?viewer=WPRP>
 - Project boundary and drainage area boundary
 - Survey information, marked on site map, of the surface water intake (where runoff enters your project area) and project outfall (where you would like water to exit your project area)
 - Mapped utilities and roads
 - Proposed design - plan view (this should show the approximate existing and proposed elevations of the project area and the size of the practice)
 - Landowner signature on the plan that indicates project endorsement
- Copy of soil survey mapping and field confirmation of soil drainage class – the NRCS web soil survey can be found at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
- Approximate earthwork volumes (existing soil to be removed, bioretention soil to be added, etc.)
- Drainage area size (obtained from topographic maps described above) and percent impervious cover within the drainage area in acres. Include a drainage area map with drainage areas to each BMP.
- Water Quality Volume calculations for each BMP, rainfall treated (inches) by each BMP, and amount in pounds of nitrogen, phosphorus, and sediment reduced annually.
- Planting plan, which should include a design (plan) and list of any native plants proposed:
 - Funding is restricted to native species only; the Trust typically funds native perennial plants at \$6 to \$8 each and trees and shrubs at \$25 to \$35 each.
 - If requests differ from those amounts, a justification statement is required.
- Site photos

CATEGORY 2: COMPLEX RESTORATION PROJECTS

Category 2 Project Location

- Category 2 projects will be located in Anne Arundel County, including the City of Annapolis.

Category 2 Project Size

- Category 2 projects are large-scale restoration projects that have a disturbance footprint greater than 5,000 square feet or disturb more than 100 cubic yards of earth.

Category 2 Project Types

- ✓ Bioretention and rain garden projects that have a disturbance footprint more than 5,000 square feet, disturb more than 100 cubic yards of earth and/or affect surface flow from/to adjacent properties, including public and private rights-of-way
- ✓ Wetland and marsh enhancement/restoration/creation projects
- ✓ Coastal plain outfall, step pool storm conveyance systems, or floodplain restoration projects
- ✓ Stormwater retrofit projects (conversions and structural changes)
- ✓ Bank/slope stabilization projects
- ✓ Stream restoration projects
- ✓ Living shorelines
- ✓ Green roofs

Category 2 Design Requirements

- Site map showing:
 - Address and/or latitude/longitude
 - Field-run topographic survey of existing conditions
 - Project boundary and drainage area boundary
 - (As applicable) Mean high water, full pool elevation, 100-year storm elevation
 - Property boundaries
 - Proposed design (grade changes, drainage structures, rock placement, etc.)
 - Landowner signature on the plan, which indicates project endorsement
- Mapped utilities and roads
- A copy of soil survey mapping and field confirmation of soil drainage class; the NRCS web soil survey can be found at <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
- Detailed earthwork volumes (cut, fill, stockpiled, etc.).
- Drainage area size (obtained from topographic maps described above) and percent impervious cover within the drainage area in acres. Include a drainage area map outlining the drainage areas to each of the BMPs.
- Water Quality Volume calculations for each BMP, rainfall treated (inches) by each BMP, and amount in pounds of nitrogen, phosphorus, and sediment reduced annually.
- Planting plan, which should include a design (plan) and list of any native plants proposed:
 - Funding is restricted to native species only; the Trust typically funds native perennial plants at \$6 to \$8 each and trees and shrubs at \$25 to \$35 each.
 - If requests differ from those amounts, a justification statement is required.
- Site photos
- Living Shorelines also need to provide:
 - Shoreline orientation and fetch
 - Water depths 10, 30, and 50 feet channel-ward from the existing shoreline.
 - Details about the presence and location or absence of existing natural resources (e.g., submerged aquatic vegetation, oyster reefs, etc.).
 - A printout of current rates of erosion at the project site using Maryland's Coastal Atlas: <https://gisapps.dnr.state.md.us/coastalatlantlas/WAB2/>
 - Calculations of rates of erosion other than the Maryland Coastal Atlas (if applicable)
 - Justification of any proposed bank grading.
 - Details of high and low marsh zones.
 - Note ecological benefits of living shoreline projects will be weighted equally with pollutant load reductions. Therefore, applicants are encouraged to utilize practices that provide a diversity of subaquatic and terrestrial habitats and allow easy access to marsh zones by aquatic organisms.
- Stream restorations also need to provide:
 - Bank Assessment for Non-point source Consequences of Sediment (BANCS) Analysis for perennial, intermittent, and ephemeral streams
 - Stream restoration protocol calculations for perennial and intermittent streams based on the Expert Panel
https://www.chesapeakebay.net/documents/Final_CBP_Approved_Stream_Restoration_Panel_Report_LONG_with_appendices_A-G_02062014.pdf

CATEGORY 3: NON-TIDAL FLOODPRONE/NATURAL RESOURCE PROPERTY ACQUISITION PROJECTS

Category 3 Project Location

- Category 3 projects will be located in Anne Arundel County, excluding the City of Annapolis.

Category 3 Project Size

- Category 3 projects can be of any size but must meet the criteria of being frequently flooded by non-tidal events and/or rich in environmental resources.

Category 3 Proposal Requirements

- Site map showing:
 - Address and/or latitude/longitude
 - Two foot topographic data, available online at: <http://gis-world3.aacounty.org/HTML5Viewer/index.html?viewer=WPRP>
 - Parcel boundary map, with acreage information
 - Mapped utilities and roads
 - If applicable, any existing easements on the property.
 - If applicable, FEMA or other agency mapping or engineering documents indicating the how flood prone the property is.
 - If applicable, forest stand, wetland, or other natural resource delineations indicating the presence of environmental assets on the property.
 - A signed landowner letter indicating project endorsement
- A narrative providing the landowners' explanation for why the County's acquisition of this property and the demolition of any structures on the property will provide environmental benefit and/or downstream infrastructure/property protection and/or mitigation of flood risk for the County.
- If available, a documented history of impactful flooding, including prior complaints of flooding that adversely affect the reasonable residential/commercial/industrial use of the property.
- Parcel information from the Maryland State Department of Assessments and Taxation indicating the most recent assessed value of the property (<https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>).
- Signed landowner letter indicating project endorsement.
- Site photos, particularly those documenting flooding extents and/or environmental resources on the property.

Appendix B: Pre-Application BMP Worksheet



Appendix B: 2020-2021 Anne Arundel County Watershed Restoration Grant Program Pre-Application BMP Worksheet

A site visit and project team meeting must be held prior to applying. It is strongly recommended that the project applicant organization, landowner, project designer, and any other relevant project partners attend the meeting and complete the meeting by February 12, 2021. This Worksheet should be filled out for County or City projects and be presented to the Trust at the project site visit.

1. What type(s) of project(s) are you planning?

Bioretention Cell/Rain Gardens	
Stormwater Wetland	
Stream Restoration	
Step Pool Conveyance System (SPSC)	
Living Shoreline	
Green Roof	
Other	

2. If *Other*, provide additional detail:

3. What category of project(s) are you planning?

<u>Category 1</u> (Bioretention and rain garden projects, in which surface water is not collected by, or distributed to, adjacent properties that have a disturbance footprint less than 5,000 square feet or disturb less than 100 cubic yards of earth)	
<u>Category 2</u> (all other projects involving a disturbance footprint greater than 5,000 square feet or disturb greater than 100 cubic yards of earth)	

4. Have you and/or your technical assistance provider read Appendix B of the application package?

Yes ___ No ___

5. Could the project be designed to be implemented in distinct phases?

Yes ___ No ___

6. Who owns the land on which the project will be located?

7. Is the landowner/Are the landowner(s) willing to sign a Memorandum of Understanding (MOU) with the County as outlined in Section VI of the application package?

Yes ___ No ___

8. How developed are your design plans?

30% complete	
60% complete	
90% complete	
100% complete	
Other	

9. If *Other* for design plans, provide additional detail:

10. Have you met with any County entities regarding permitting?

Yes ___ No ___

11. Provide additional detail regarding permit status:

12. Will you be able to provide GIS shape files of your design?

Yes ___ No ___

13. List relevant or potential partnerships for this project:

14. A completed drainage area data table **for each** standard Best Management Practice (BMP) with exception of Living Shoreline and Stream Restoration practices. Copy and paste the blank data table below if necessary, to create separate tables for each BMP.

MDE Classification of Practice (ESD, Runoff Reduction, Structural, or Alternative)	
Total Drainage Area to BMP (in acres):	
Impervious Area draining to BMP (in acres):	
Total Forested Coverage within Drainage Area (in acres):	
Total Open Space (permeable surface) within Drainage Area (in acres):	
Water Quality Volume Captured by BMP (in acre feet):	
Surface Area of BMP (in square feet):	
Rainfall Treated (Pe) by BMP (in inches):	

Appendix C: Voluntary Water Quality Improvement Project Permit Application Cover Sheet for City of Annapolis Projects



City of Annapolis
 Department of Planning and Zoning
 145 Gorman Street Fl 3
 Annapolis, MD 21401-2529

FOR CITY USE ONLY	
PERMIT #	_____
ISSUED	_____
EXPIRES	_____

Permitting@annapolis.gov • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • www.annapolis.gov

Grading Permit Application

A grading permit is required for all new single family homes, OR any site disturbing 5,000 or more sq.ft of land by cut or fill OR 2,000 or more sq. ft waterfront, OR 100 cubic yards cut & fill. 7 sets of plans are required, therefore no electronic submission.

Site location information

Site address _____ Zone _____ Approved for zone _____
 Lot no. _____ Property Tax number _____ Residential Commercial
 FCP # _____ SDP # _____ or N/A _____

Applicant information

Applicant/agent _____ Day phone _____
 Applicant address _____
 Property owner _____ Day phone _____
 Contractor _____ Day phone _____
 Contractor address | _____
 MD State License no. _____
 Email address _____

Site plan information

Estimated date for grading to begin _____ Estimated date of completion _____
 Description of land _____
 Grading Plan (borrow, excavation, depth, maintenance, etc.) _____

 Cubic Yards to be added or removed _____ Total disturbed area (sf.) _____
 Waterfront property Wetlands on or within 50' of site Other water, streams, ditches, etc.
 Disturbance in the 100' buffer Critical Area LDA RCA IDA None

If a water or sewer connection is required, I prefer:

City installation To seek approval of the Public Works Department to have it installed by a licensed contractor (which may require a Street/Sidewalk Opening Permit and/or a bond)

Fee schedule Estimated cost of work \$ _____ (Attach certified computation sheet.)

Signature of owner/authorized agent _____ Date _____

FOR CITY USE ONLY	
P&Z approval _____	Date _____
PW approval _____	Date _____
Final approval _____	Date _____
Comments _____	
App fee paid _____	Grading permit fee _____ AASCD fee _____
Total fees due \$ _____	



Grading, Sediment Control, Storm Drainage, and Utilities Computation Sheet For Grading Permit and Bond Estimate

Address of site _____
 Email _____
 Job name _____ Submission date _____
 Engineering firm _____ Phone _____

Estimated costs

1. Earthmoving (includes dredged material)

- a. _____ cu yds cut (on-site) @ _____ / cu yds = _____
- b. _____ cu yds fill (on-site) @ _____ / cu yds = _____
- c. _____ cu yds excess spoil to be removed or borrow placed onsite @ _____ / cu yds = _____

Subtotal _____

2. Sediment control measures

- a. _____ Stabilized const. entrance @ _____ / ea. = _____
- b. _____ Sediment basins @ _____ / ea. = _____
- c. _____ Silt traps @ _____ / ea. = _____
- d. _____ Lin ft silt fence @ _____ / lf = _____
- e. _____ Lin ft earth berm @ _____ / lf = _____
- f. _____ Lin ft of stone outlet structures @ _____ / lf = _____
- g. _____ Sq yds of seeds, mulch and 2" fertilizer @ _____ / sq yds = _____
- h. _____ Sq yds of sod @ _____ / sq yds = _____

i. Attach supplemental information not noted above _____

Subtotal _____

3. Storm drains and storm water management facilities

- a. _____ Lin ft of _____ " pipe @ _____ / lf = _____
- b. _____ Lin ft of _____ " pipe @ _____ / lf = _____
- c. _____ Lin ft of _____ " pipe @ _____ / lf = _____
- d. _____ Headwalls/endwalls @ _____ / ea. = _____
- e. _____ Inlets @ _____ / ea. = _____
- f. _____ Cu yds rip rap @ _____ / cu yds = _____
- g. _____ Sq yds filter cloth @ _____ / sq yds = _____
- h. _____ Lin ft curb & gutter @ _____ / lf = _____

i. Attach supplemental information not noted above _____

Subtotal _____

4. Water mains

- a. Lin ft of " pipe @ / lf =
- b. Lin ft of " pipe @ / lf =
- c. Lin ft of " pipe @ / lf =
- d. Valve & box @ / ea. =
- e. Fire hydrant @ / ea. =
- f. Blow-off assembly @ / ea. =
- g. Attach supplemental information not noted above
- Subtotal*

5. Sewer mains

- a. Lin ft of " pipe @ / lf =
- b. Lin ft of " pipe @ / lf =
- c. Manhole, type: @ / ea. =
- d. Connection @ / ea. =
- e. Terminal @ / ea. =
- f. Attach supplemental information not noted above
- Subtotal*

6. Roadway

- a. Sq yds of blacktop @ / sq yd/ln =
- b. Sq yds of concrete 6" thick @ / sq yds =
- c. Cu yds of gravel @ / cu yds =
- f. Attach supplemental information not noted above
- Subtotal*

7. Landscaping

- a. Attach landscaping estimate information. Bond estimate value shall be 120% of attached estimated value.
- Subtotal*

8. Total estimated costs (This is your bond amount.)

Fee schedule

Per City Code Section [17.08.080](#)

1. Non-refundable Application fee and Grading Permit fee, by estimated cost, can be found in the current Fiscal Year fee schedule which is posted at the top of our website's [Forms, Permits and Licenses](#) page. The application fee is collected at the time the application is submitted and deducted from the permit fee when the permit is issued.
2. Soil Conservation Review fee, paid at time of permit submittal is \$200.00.

Signature and Seal of engineer who prepared this computation sheet

Signature _____ Date

Printed/typed name *Seal*

FOR CITY USE ONLY		
Status	Review by	Date
Approved as submitted		
Revision required as marked		
Revision approved		

Appendix D: Voluntary Water Quality Improvement Project Permit Application Cover Sheet for Anne Arundel County Projects (not within the City of Annapolis)



Voluntary Water Quality Improvement Project

Grading Permit Package

Check One *AA County DPW* *Non-profit Partner*

(Cover to be Printed on Green-Colored Paper)

If a Non-profit project, please attach completed “Stormwater Restoration Activity Reporting Form” to this cover sheet.

STORMWATER RESTORATION ACTIVITY REPORTING FORM (Version1.6)

Please fill in following information and include with your grading permit application:

Activity (See note 1)	
Funding Source (Grant Agency/Program)	
Mandated Mitigation Project (Yes or No)	
Storm_ID	LEAVE BLANK (to be assigned by the County)
Name, including any previous & AKA names	
BMP Category & Code (see note 2)	
Project Location(Address for each activity)	
Project Mapping Coordinates (Sample format: 00.000000,-00.000000)	
Organization	
Project Manager (Project Contact's Name)	
Project Manager - E-mail	
Project Manager - Phone Number	
Total Drainage Area to BMP (Acres)	
Impervious Area draining to BMP (Acres or % Impervious of Total Drainage Area)	
Footprint/Surface Area of the BMP (Sq.ft)	
WQ _v Captured (Ac-ft ; or Ft ³)	
Rainfall Depth (Pe) Treated by BMP (in inches)	
Proposed Date of Construction	
Has the project been given an engineering review by WPRP staff? If yes, by whom?	
Has the project area been protected by a stormwater easement or MOU?	

Notes:

1. Provide a brief title for your water quality improvement activity (e.g. Community Center Rain Garden, Community Center Stream Restoration, Community Center Sand Filter, etc.). **Use a separate form for each type of activity**, i.e., if a project includes a proposed rain garden and a sand filter, use one form for the rain garden and another for the sand filter.
2. Use attached MDE BMP Code & Category (E, S, or A)
3. Contact Sally Albright at the Bureau of Watershed Protection and Restoration with any questions at: pwalbr00@aacounty.org
4. BMP's cannot be combined into one form. Please fill out a separate form for each BMP.
5. Please include drainage area maps to each BMP that match the Total Drainage Area to BMP in the table above.

MDE Approved BMP Classifications

Category	Code	Code Description
ESD BMPs		
Alternative Surfaces (A)		
E	AGRE	Green Roof - Extensive
E	AGRI	Green Roof - Intensive
E	APRP	Permeable Pavements
E	ARTF	Reinforced Turf
Nonstructural Techniques (N)		
E	NDRR	Disconnection of Rooftop Runoff
E	NDNR	Disconnection of Non-Rooftop Runoff
E	NSCA	Sheetflow to Conservation Areas
Micro-Scale Practices (M)		
E	MRWH	Rainwater Harvesting
E	MSGW	Submerged Gravel Wetlands
E	MILS	Landscape Infiltration
E	MIBR	Infiltration Berms
E	MIDW	Dry Wells
E	MMBR	Micro-Bioretenion
E	MRNG	Rain Gardens
E	MSWG	Grass Swale
E	MSWW	Wet Swale
E	MSWB	Bio-Swale
E	MENF	Enhanced Filters
Structural BMPs		
Ponds (P)		
S	PWED	Extended Detention Structure, Wet
S	PWET	Retention Pond (Wet Pond)
S	PMPS	Multiple Pond System
S	PPKT	Pocket Pond
S	PMED	Micropool Extended Detention Pond
Wetlands (W)		
S	WSHW	Shallow Marsh
S	WEDW	ED - Wetland
S	WPWS	Wet Pond - Wetland
S	WPKT	Pocket Wetland
Infiltration (I)		
S	IBAS	Infiltration Basin
S	ITRN	Infiltration Trench
Name of Person completing this form: _____ Date _____		

Source: Accounting for Stormwater Wasteload Allocations and Impervious Acres Treated Guidance for National Pollution Discharge Elimination System Stormwater Permits August 2014