

TRACK #1 Narrative Questions – Project Design

Please ensure that your answers demonstrate how your proposal meets the “Evaluation Criteria” listed on page 6 of the RFP.

NOTE: There is a 7-page limit for this Project Narrative (excluding materials such as letters of commitment and conceptual sketches). **You do not need to restate the questions in your responses.**

[YELLOW HIGHLIGHT = YOUR ANSWER]

1. TRACK NUMBER: **Track 1 – Project Design**

2. PROJECT DESCRIPTION: Provide a description of the proposed project, including the need, justification, objectives, and a summary of the major tasks to be completed.

[ANSWER]

3. PROJECT CONTEXT: Projects should support broader local planning efforts such as:

- Financial Assurance Plans (FAPs)
- Total Maximum Daily Load (TMDL) Implementation Plans
- County-wide Green Infrastructure Plans
- Watershed action plans
- Maryland or West Virginia Phase III Watershed Implementation Plans (WIPs)
- State Two-Year Milestones (see Appendix C)

Please identify the applicable plan and reference the specific section or project listing. Include the project’s prioritization rank, if available. If the project is not included in a plan, explain how and why this project was selected.

[ANSWER]

4. AUDIENCE NEED AND DEMOGRAPHIC INFORMATION:

- a. Describe audience need, as outlined in “Evaluation Criteria/Audience Priority” in the Request for Proposals (page 8).
- b. Is there a need for the project that would clearly provide a benefit to the defined audience (address flooding issues, resolve ponding, etc.)?
- c. What is the demographic information of the community or population involved in or served by the project? Is the audience being engaged in the project identified as historically under-engaged or historically excluded through indicators such as, but not limited to, communities that were at any point historically redlined or graded as “hazardous” by the Home Owners’ loan corporation, socioeconomic status (communities in which median household income is equal to or less than 75% of state-wide median household income or have high poverty and unemployment rates, <https://www.census.gov>)
- d. How will the audience and/or the community be meaningfully involved in the design (if applicable), how will they be updated on the progress, and how were they involved in the development of this application? The Trust encourages applications directly from under-engaged communities; however, if your organization is not a member of the community served by the grant (e.g., an external non-profit doing work on land owned by another entity, such as a faith-based organization), how will “ownership” be transferred to the community and how will the ability of the community to carry the work forward be developed and resourced? The Trust encourages applicants to collaborate with local organizations that may have greater cultural competencies within the prioritized demographic(s). Cultural competence involves understanding and appropriately responding to the

unique combination of cultural variables which entails the integrated patterns of human behavior such as language, thoughts, actions, customs, beliefs, and institutions of racial, ethnic, social, or religious groups that the community or population bring to interactions.

[ANSWERS to “a” through “d”]

5. **TECHNICAL PROJECT INFORMATION:** Answer the below questions:

- a. In the table to the right, if possible, estimate the anticipated pollutant reductions (nitrogen, phosphorus, and sediment) from the future implementation of the project. Divide the design-phase cost by the projected pollutant reductions to calculate approximate cost-effectiveness metrics.

Practice Type*	Lb N Reduced	Lb P Reduced	Lb S Reduced	Estimated Design Cost of Practice (\$)
Stream Restoration	x	x	x	x
Best Management Practice #1	x	x	x	x
Best Management Practice #2	x	x	x	x
Living Shoreline	x	x	x	x
Wetland Creation/ Restoration	x	x	x	x

For assistance estimating nutrient load reductions, use the Green SIMPLE tool:

https://cbtrust.org/wp-content/uploads/Green-SIMPLE_v1_2.xlsx

Include information for each practice and add additional lines as needed.

- b. When reviewing the cost-effectiveness table below, please consider how your project compares. If estimates are not feasible for your project type, a brief narrative explanation of the anticipated environmental outcomes is acceptable instead. If your estimates fall outside the ranges in the table, please explain why.

[ANSWER]

Design Practice Type	Cost per Pound Reduced: Nitrogen (\$/lb)	Cost per Pound Reduced: Phosphorus (\$/lb)	Cost per Ton Reduced: Solids (\$/ton)
Stream Restoration	Up to \$740	Up to \$86	Less than \$10
Stormwater BMPs (e.g., rain gardens, bioretention)	\$550 – \$30,000	\$1,600 – \$80,000	\$9 – \$340
Living Shorelines	Up to \$1,100	Up to \$1,200	Less than \$600
Wetland and Stream Restoration (Combination)	\$220 – \$6,400	\$820 – \$7,000	\$250 – \$1,000

*Best management projects may include terms/practices such as low impact development (LID) techniques, green infrastructure (GI), water quality BMPs, and environmental site design (ESD) as well as rain gardens, bioretention, bioswales, etc.

- c. Describe co-benefits (additional positive outcomes as a result of the project) to water quality improvement that the project will support (such as improving air quality and human health, increasing social capital, public water access, and/or native habitat improvement).

[ANSWER]

- d. Describe current site conditions including relevant information such as presence of utilities (water/sewer/electric/gas) and infrastructure, tree canopy and number of trees, and/or existing wetland acres potentially impacted.

[ANSWER]

- e. It is imperative that upstream land use and any upstream restoration activities or other changes in land use be taken into consideration. Describe land uses upstream of the project, as well as any upstream restoration activities to be considered, and their impact on the project. For instance, if the proposed project is stream bank stabilization, will a component of your project address flow/conveyance and quantity issues? What upland flow reduction measures, if any, are you considering?

[ANSWER]

- f. A map of the drainage area that the proposed design will treat which delineates the location of impervious surfaces, and indicates the land use, such as agricultural, residential, or commercial, a conceptual site plan sketch, and a photo(s) of the restoration site must be included. We strongly recommend you include the images in your narrative proposal and if needed additional files may be uploaded in the “Narrative and Supporting Document” tab of the online form. Note, acceptable file types include .pdf, .doc, or .docx; photos should be embedded in one of these file types.

[ANSWER]

- g. Alternatives Analysis: Include an alternatives analysis that describes how the project and site were selected.

- i. Location: Describe project context at the landscape scale (e.g., headwaters, contiguous with past restoration efforts) and at the local/project scale (upland closer to the source of nutrient/sediment inputs versus in-stream). Describe the proposed practice size in the context of the drainage area and if the practice type is appropriate for the site and site conditions. Why was this location selected for restoration work rather than other locations in the watershed? For example, specify if the location was identified in a watershed plan as a location of particular cost-effectiveness or if there was already a willing landowner thereby reducing outreach costs, etc.
- ii. Technique: Describe the specific restoration technique being implemented. Why was this specific restoration technique chosen to address the problem at the site? On what information was your decision based? What other techniques or strategies were considered and why were they rejected? For example, for a stream restoration project, please explain the technique(s) being used (natural channel design, legacy sediment removal, regenerative stormwater conveyance, etc.) and the function to be attained (floodplain reconnection, etc.). It is strongly encouraged that the most cost-effective technique is used unless otherwise justified. Describe how your proposed methodologies are sound and consistent with best practices and that your project has incorporated or considered the field’s best practices and recent research. **See Appendix C for stream restoration criteria and resources.**
- iii. Resources: Explain the human and natural resources present in your project area and describe if/how that your project will avoid adversely affecting public safety, infrastructure, properties, and natural resources (habitats such as forests and wetlands). If selected for funding, funding partners will work with awardees to

minimize adverse impacts on surrounding natural resources, including impacts to trees and forest canopy. Are you willing to consider alternative design techniques that will minimize adverse impacts?

[ANSWERS “i” through “iii”]

- h. Final Products: Define the proposed final products and describe how these products will be used and/or leveraged, including if your project will complete final and permitted designs. Your design request must be permissible by regulatory agencies.

[ANSWER]

6. LANDOWNER: Clearly define the landowner and if you have secured landowner permission to complete the project (if proposing a project on land not owned by the applicant). If applicable, provide a summary of previous coordination with the landowner. For projects planned on properties owned by an entity other than the applicant, a letter must be attached stating that permission has been granted by the entity owning the land on which the project will be completed. Design projects will need landowner permission to access the site to collect field data and/or design the project. Proposals that demonstrate long-term commitment to construction and maintain the project will receive more favorable review. Please refer to the Trust’s Letter of Commitment Guidance and Policy document: https://cbtrust.org/wp-content/uploads/Chesapeake-Bay-Trust-Letter-of-Commitment-Policy_072422.pdf

[ANSWER]

7. LONG-TERM SUSTAINABILITY: Describe the plan for long-term sustainability of the project. The Trust aims to invest in projects that have the longest potential longevity, after the grant period has ended. Several threats exist that may result in loss of project value: change in public interest; changes in rainfall or sea level; change in land use; and more. 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 that its long-term value is maximized? Describe how the project will persist and be well-maintained.
 - If the project or program will need ongoing financial resources in order to maintain its value, provide an abbreviated plan describing how the project will be sustained beyond the term of the proposed funding request.
 - Describe who will be responsible for maintenance of the practice once implemented? If the applicant will not be responsible for maintenance, a **letter of commitment** from the responsible party should specifically address knowledge of and commitment to long-term maintenance.
 - Describe the demonstration value and/or transferability of your project and if it could be used as a model or pilot for future efforts.

[ANSWERS to “a” through “d”]

8. EXPERIENCE: Describe your organization’s experience in completing similar projects.

[ANSWER]

9. PERMITTING:
- Please provide a summary of where your project is in the permitting process. The funding partners will give priority to design requests that have completed a pre-application meeting with the appropriate regulatory agencies; if you have already completed regulatory meetings, include the date and a brief paragraph describing the discussion. If you intend to have regulatory meetings after the deadline of this grant program or do not feel that your project is subject to permitting, describe the relevant details here.
 - For projects in Maryland visit the MDE permitting webpage: <https://mde.maryland.gov/programs/permits/Pages/index.aspx> and

- ii. For projects in West Virginia visit the WVDEP permitting webpages:
<https://dep.wv.gov/Permits/Pages/default.aspx> and
<https://dep.wv.gov/WWE/Programs/nonptsources/streamdisturbance/Pages/default.aspx>
- b. Describe whether any part of your project is required under any existing or pending permit, decree, or enforcement action. Note that the Trust is unable to fund projects or programs that are wholly required by a separate Federal, state, or locally issued permit, decree, or enforcement action. If so, please describe how the proposed project exceeds the regulatory requirements. In some cases, the Trust may elect to fund optional portions of required projects that are above and beyond the regulatory requirements.

[ANSWERS to “a” and “b”]

10. PLANS FOR IMPLEMENTATION: The funding partners give preference to projects that show the highest promise to be ultimately implemented. Describe your plans for implementation of the project(s):
- a. How do you plan to fund the ultimate project(s), including prospective sources of funding? If you plan to submit for implementation funding via Maryland DNR’s Chesapeake and Atlantic Coastal Bays Trust Fund, please indicate whether your project is located in a high, medium, or low priority area. This can be determined by reviewing the Trust Fund Restoration Mapper:
<https://maryland.maps.arcgis.com/apps/webappviewer/index.html?id=c745ad21adec43a58e9ed70a2b16f4db>
 - b. If on agricultural land, indicate whether the project is or will be registered with the local Soil Conservation District, and whether state or federal agricultural cost-share funding has been sought or considered. If not, address why not.
 - c. What will be the impact on the project if grant funding will not be received? Answers to this question will not impact grant review and is asked simply to help inform reviewers of the process, schedule, and context of implementation. Select your response from the following:
 - i. We will pay for the project from other existing funding streams;
 - ii. We will continue seeking funds and the project will be delayed; or
 - iii. The project will not move forward.

[ANSWERS to “a” through “c”]

11. CONTRACTOR SELECTION:

- a. Have you selected a contractor(s) (Yes or No)? If yes, please describe.
[Yes – contractor selected is XXX]
[No]
- b. Describe the selection process already used or anticipated to be used to procure contractor(s).

[ANSWERS]