Community Stormwater Partnership Grant Program

FY25 REQUEST FOR PROPOSALS

Introduction

Howard County acknowledges the strength in community partnerships and recognizes the importance of supporting stormwater management and water quality improvement projects on private property owned by Nonprofits and Homeowner's Associations. Likewise, Howard County recognizes the financial difficulty these organizations face in implement projects and changes within our communities.

This program provides funds for nonprofits and HOAs to implement stormwater treatment practices. If eligible, nonprofits and HOA's may receive up to $50,000 to support stormwater treatment planning and practices. Please note this is a **competitive** grant.

Complete Application Checklist

☐ Complete sections A-E
☐ Submit Letter(s) of support
☐ Provide timeline and budget details in the application tables
☐ Provide sketch of impervious surface to be treated
☐ Provide map of project location
☐ Attach quotes or proposals if possible
☐ Attach WSA report if possible

Read application below for more details of requirements and considerations

Project Goals

Projects should meet the following goals:

Provide practices that improve water quality or quantity either through stormwater best management practices (BMPs) or through other means; AND Engage members of the

organization, a target audience, or the community through education and information sharing about the project.

Project Types

- Installation of a best management practice (BMP) for stormwater treatment (bioretention, rain gardens, etc.). BMPs must be creditable toward the County's MS4 permit and follow MDE Guidance and best practices (Chapter 5 of the MDE Stormwater Manual)
- Tree plantings
- Green Infrastructure Network enhancements (https://livegreenhoward.com/land/green-infrastructure-network/)
- Conversion of turf grass to a reduced mow meadow or conservation landscape
- Salt reduction campaign, demonstrated reduction in salt use, and landscaper/grounds maintenance education
- Development and implementation of a sustainable landscaping program
- Pavement removal and/or conversion to permeable surface
- Pet waste pickup campaign and program implementation

Projects on sites built **before** 2003 are prioritized. Nonprofits must install on site of their location that receives a Watershed Protection Fee bill.

Prior to submitting an application, specifically those for an onsite stormwater installation (including tree plantings), retrofit, or conversion of surface types, applicants are encouraged to have a site visit and assessment performed by the Howard County Watershed Stewards Academy (WSA). Applications for installation projects (including trees) will be looked upon more favorably if they include a WSA assessment. Include in your application a copy of their assessment and recommendations. Reach out to WSA before applications open, site visits will start April 1st.

Contact: **Terry R. Matthews, M.S.** from Howard County Watershed Stewards Academy University of Maryland Extension

- Website:www.howardwsa.org
- Cell: 410.599.5362
- Email:trmatt@umd.edu

Eligibility and Requirements

This grant program is designed to support water quality efforts on Nonprofit and Homeowner Association Properties. Applicants must be a Howard County nonprofit or HOA in good standing with SDAT.   Please read carefully through the eligibility and requirements carefully to see if you are eligible to apply.

- Nonprofits in the Watershed Protection Partnership are eligible.
- Homeowner Associations are eligible.

- Homeowners Associations that are within CA are eligible at Village level or smaller associations are eligible

Nonprofits who are NOT in the Watershed Protection Partnership and are interested in applying for this grant or pursuing other opportunities should visit https://www.cleanwaterhoward.com/what-is-your-role/nonprofit and submit a Partnership Agreement.

Howard County reserves the right to ask for you to sign an agreement before you are awarded a grant. Howard County reserves the right to ask for additional information such as proof of non-profit status from any applicant.

Submission Instructions

Howard County's Office of Community Sustainability will administer the grant. If you have questions please email Avery Farrell, **afarrell@howardcountymd.gov** Questions about projects should be submitted no later than 2 weeks before the application deadline.

APPLICATIONS ARE DUE by

5:00 PM ON THURSDAY, June 20, 2024.

The Office of Community Sustainability intends to make grant award notifications by

October 1, 2024.

Please follow these steps to make sure your application is complete and sent in correctly.

Fill in the sections below, including the Project Narrative, Budget and include any Letters of Support. Compile into one pdf file(if possible) and submit as follows below.

Rename and save the file using the following naming convention: "FY25CSPGrant_OrganizationName_MMDDYY". For example, an application submitted by the Sunshine HOA on May 3, 2024 would look like this: "FY25CSPGrant_Sunshine HOA_050324."

Once the file has been saved and renamed, email it as an attachment to afarrell@howardcountymd.gov using the subject line "FY25 CSP Grant_Organization Name" (substituting your organization's name for the end of the subject line).

If your application file is too large for a single transmission and bounces, you may separate it into pieces, but please number your transmissions consecutively on the subject line (e.g., "FY25 CSP Grant_Organization Name - Part 1").

A confirmation email should be sent to you within four business days of your submission. If you do not receive a confirmation email within this timeframe, please contact Avery Farrell at afarrell@howardcountymd.gov.

Section A: Organization and Contact Information

Name of Organization:

Official Corporate Name (as listed on tax documents):

Mailing Address:

Federal ID Number:

Authorized Representative (if awarded a grant, this is the individual who has signature authority to sign the Grant Agreement)

    Name:

    Title:

    Email:

    Phone:

Application Point of Contact (individual to contact about this application)

    Name:

    Title:

    Email:

    Phone:

Organization Type (please check <u>either</u> HOA or NP):

☐ **Homeowner's Association (HOA)**
☐ **Nonprofit (NP):**
- ○ **Type: _____ (list Nonprofit type, i.e. 501c3)**
- ○ **Are you currently a Nonprofit Watershed Partner?**
  - ☐ **YES**
  - ☐ **NO**
  - ☐ **UNSURE**
    - • **If no or unsure, are you willing to join the partnership as outlined here?**
      https://www.cleanwaterhoward.com/what-is-your-role/nonprofit
      - ☐ **YES**
      - ☐ **NO**

Howard County reserves the right to request nonprofit awardees join the Nonprofit Watershed Partnership prior to awarding funds. If a nonprofit is already a partner, Howard County reserves the right to coordinate and update agreement paperwork (point of contact, etc.) as needed prior to

awarding funds. HOAs are not eligible to join the Nonprofit Watershed Partnership and will not be asked to so.

Organization's Mission (please provide 1-2 sentences summarizing your organization's mission):

Section B: Organization and Contact Information

Project Title:

Project Summary (100 words or less):

Budget Summary - Match is not required but will be looked at favorably.

Amount of grant request $ _____

Amount of cash match $ _____

Amount of in-kind match $ _____

TOTAL PROJECT BUDGET $ _____
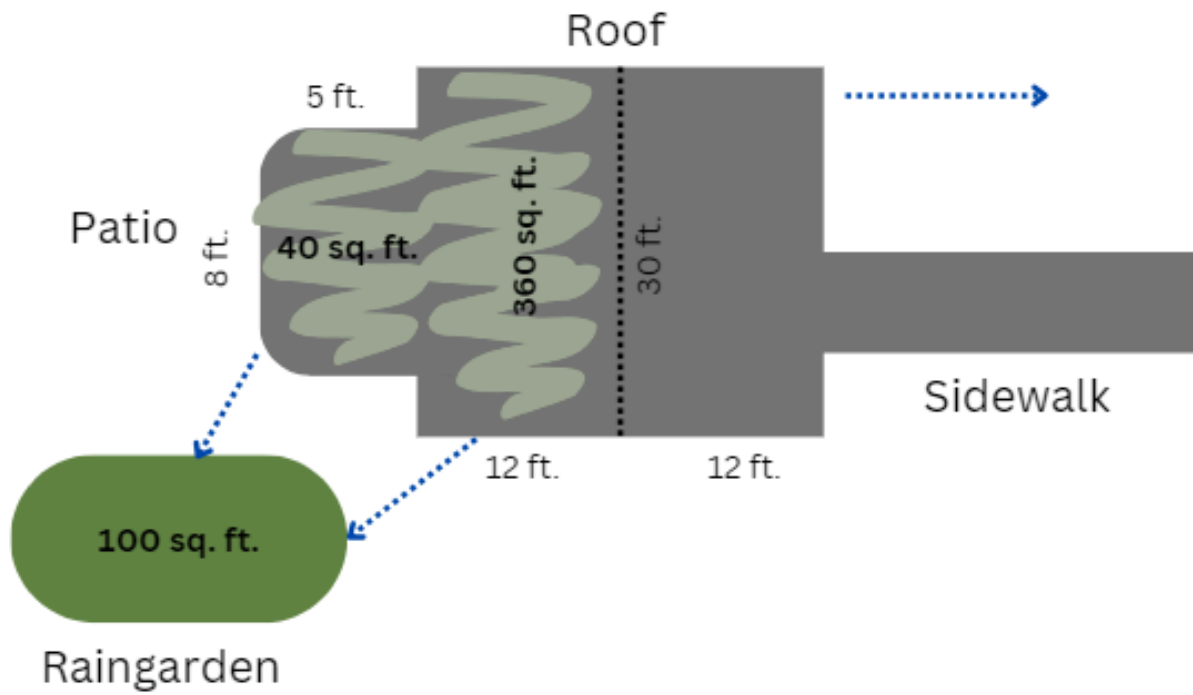
A more detailed budget is required below.

Section C: Project Narrative and Timeline

Successful proposals will answer the questions fully, yet succinctly. Please address the questions below in your narrative <u>and include a detailed, bulleted list of deliverables</u>. The Project Narrative, including Timeline, should be five pages or less.

- Describe your project in detail and the project/activities the grant would support, including methodology and goals. Include where needed reference to MDE standards for design or process for obtaining needed permits or approvals.

- Provide a justification of project need and any ways it will address equity.

- What are the deliverables and outcomes of the project **(<u>provide a bulleted list</u>)** and explain how maintenance or continuation of the project after the grant ends?

- Do you have a target audience or anticipated group that will be most impacted by the project? What partners or volunteers will you be working with (if any)?

- Describe your organization's capacity to initiate, administer and complete the project within your proposed timeline.

- What is the timeline of your project? Ideally, projects will be complete within one year of award but please explain if you need more time than that. Please fill in the chart below.

- Did you meet with a Watershed Stewards Academy representative for a site visit/assessment regarding this proposed project? If so, please include their assessment. If not, please explain why not.

- Provide sketch of the impervious area being treated by the proposed BMP and the location of the BMP. (See example below)

Roof

Patio

5 ft.

8 ft.

40 sq. ft.

360 sq. ft.

30 ft.

12 ft.

12 ft.

Sidewalk

100 sq. ft.

Raingarden

- Provide a map with street names labeled and boundaries if HOA.

Timeline:

Please adjust your timelines to consider late fall award notifications.

Activity	Anticipated Completion Date (Month Range)

Section D: Grant Budget

Please fill in the table below. Budget items should relate to what is outlined in the Project Narrative. Please use the space under the chart to identify the source of any match and clarify any budget items as needed. Applicants who provide quotes or proposals to justify budget are favored. **Please keep your requested grant funds to $50,000 or less (highly recommended).**

For design costs you are unsure of, please make sure you estimate the maximum cost of a design to not exceed budget which may require you to adjust budget items where appropriate. We will then determine if you receive partial funds or the full amount requested.

BUDGET ITEM	REQUESTED GRANT FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL
BUDGET ITEM	REQUESTED GRANT FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL

BUDGET TOTALS:				

Please identify the source of any match.

Provide additional budget explanation (if needed).

Section E: Letters of Support

If you have partners included in the Project Narrative, please include a letter of support from them. Any support letters should be specific in what the partner or supporter will do toward the project. Attaching support letters into this document is preferred but can be attached separately to the application email.

If applying as an HOA, you MUST provide a support letter from the HOA noting approval of this project.

Scoring Criteria

To help you craft your proposal, this section describes how the Office of Community Sustainability intends to evaluate the grant applications. Application scores will be confidential and will not be shared or discussed with the applicants.

- Completeness of Application (up to 5 points): What is the level of completeness and detail? Has the applicant followed the application instructions?

- Consistency with Grant Goals (up to 10 points): Is the project consistent with what is outlined in the goals for this grant?

- Project Need (up to 10 points): Does the applicant explain the need for the project and their chosen methods and practices?

- Community Engagement (up to 15 points): Are the proposed partnerships reasonable and are there a letters of support? Are the target audiences/impacted groups outlined? Are volunteers engaged? Is a Watershed Stewards Academy assessment included? Will this project impact vulnerable communities or reach underserved populations?

- Likelihood of Success (up to 15 points): What is the likelihood that the project will achieve its goals? Are there sufficient resources to complete the project? Are the approach and methodology reasonable to achieve project goals?

- Transferability (up to 5 points): Does the project have demonstration value and/or replicability?

- Sustainability (up to 20 points): Has future maintenance and sustainability of the project been explained? What will happen when the grant period or project ends?

- Cost Effectiveness (up to 20 points): Is the budget an appropriate use of resources and cost effective? Are the budget line items justified in the project narrative? Is there any match? (Not required but will be looked at favorably.)

You've reached the end of the application Ensure you fill out application completely and submit to afarrell@howardcountymd.gov