

## Proposal Instructions

The Maryland Coastal Bays Program (MCBP) is accepting proposals for funding for the 2017-2018 Implementation Grant Program.

These funds are being offered to the Program's partners to assist in the implementation of actions outlined in the Maryland Coastal Bays Comprehensive Conservation and Management Plan (CCMP).

Funding will typically be for one year and will not exceed \$25,000 but multi-year projects up to \$50,000 may be considered that are especially relevant to current nutrient reduction issues. The deadline for submission is Friday, September 29, 2017 by 5:00 p.m. Award notification will be announced in late October 2017. Final invoices must be submitted by September 29, 2018 and final reports/deliverables are due on Friday, October 30, 2018.

Eligible organizations for funding include any nonprofit organization, state or local government agency, interstate agency, college or university. Federal agencies and federal agency personnel are NOT eligible for direct funding under this request

Applicants may submit more than one proposal but each must be submitted separately and must follow the format requirements. Two or more organizations may combine for the purposes of responding to this request for proposals. Project sites must be located within the Maryland Coastal Bays watershed.

It should be noted that funds are provided through a federal funding source and local matching funds. Therefore, each funding recipient must be capable of meeting federal guidelines for expending funds as a sub-recipient. Please note that federal funds may not be used for T-shirts, hats, or other promotional type clothing. Equipment purchases or sub-contracts must also follow federal guidelines.

Proposals must contain:

1. A Project Proposal Cover Sheet (attached).
2. A description of the proposed project following the outline described below.
3. Any figures or maps as an appendix (optional).

ONLY electronic submissions in Adobe PDF format (.pdf) sent as an attachment to email [rjesien@mdcoastalbays.org](mailto:rjesien@mdcoastalbays.org) are eligible. An online Grant Application and a copy of the CCMP are available on our website ([www.mdcoastalbays.org](http://www.mdcoastalbays.org)).

It is strongly suggested that Roman Jesien ([rjesien@mdcoastalbays.org](mailto:rjesien@mdcoastalbays.org)) at (410) 213-2297 ext. 108 be contacted prior to application submittal to ensure applicability of proposals to funding goals.

**Maryland Coastal Bays Program**  
**Implementation Grant Application**  
**Project Proposal Cover Page**

**Project Title:** \_\_\_\_\_  
**Applicant Organization:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Geographic Coverage:** (check all that apply)

- \_\_\_\_\_ Assawoman Bay & Basin
- \_\_\_\_\_ St. Martin River & Basin
- \_\_\_\_\_ Isle of Wight & Basin
- \_\_\_\_\_ Sinepuxent Bay & Basin
- \_\_\_\_\_ Newport Bay & Basin
- \_\_\_\_\_ Chincoteague Bay & Basin
- \_\_\_\_\_ Johnson Bay & Basin

**CCMP Actions Addressed by this Proposal:**

\_\_\_\_\_ Water Quality Action(s): \_\_\_\_\_  
\_\_\_\_\_ Fish and Wildlife Action(s): \_\_\_\_\_  
\_\_\_\_\_ Recreation and Navigation Action(s): \_\_\_\_\_

**Budget**

Total Cost                    \$ \_\_\_\_\_  
In-Kind Match                \$ \_\_\_\_\_  
Cash Match                    \$ \_\_\_\_\_  
Amount Requested            \$ \_\_\_\_\_

**Schedule:**

Starting Date:                \_\_\_\_\_  
Duration:                      \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Proposal Format

Each category must be addressed in a single paragraph. The entire project description must not exceed two pages of text. The font used must be at least 11 point in size. Any information that exceeds the two-page limit will not be considered. Figures and graphs may be attached as additional pages, but must be described in the “project description”.

### I. Abstract

Please summarize your proposed project in one paragraph.

### II. Eligible Projects

All projects must help meet program goals and actions set forth by the Maryland Coastal Bays Program Comprehensive Conservation and Management Plan (CCMP). The CCMP can be accessed through <http://mdcoastalbays.org/pdf/ccmp-2015-2025.pdf>.

CCMP goals that are to be addressed in the current funding cycle should focus strongly on investigations of nutrient reduction or implementation, and projects associated with habitat restoration. Proposals should clearly state how the project implementation goals will address these goals. These implementation grants may restore natural areas or demonstrate a new field management technique for controlling, preventing, or abating impacts. Demonstration techniques that are transferable to other areas may also qualify.

### III. Program Goals

Please identify which of the following Program Goal(s), and the specific CCMP actions, that your proposed project will address (i.e., relative to the CCMP goals, what are you ultimately trying to achieve? Why is this project needed?).

#### **Maryland Coastal Bays Program Goals**

- Improve water quality by investigating or reducing the causes of eutrophication.
- Protect existing habitat, restore degraded habitat, and create new habitat to enhance the reproduction and maintenance of healthy living resource populations.

### IV. Priority Problems

Projects selected for this year’s funding cycle should address issues that focus on nutrient reduction. Excessive amounts of nutrients in the water, identified as a major problem in the coastal bays leads to declines in living resources such as sea grasses, fish and crabs. Pollution from specific land use such as urban or agricultural areas, golf courses, point source discharges, septic tank system loadings, atmospheric deposition, and groundwater are all potential sources.

Examples of the types of projects that are sought include projects that seek to: understand relationships of land use/land cover on nutrient sources, develop a better understanding of the contribution of groundwater to nutrient enrichment in surface waters.

Also, on the ground projects to restore or remove nutrient loading such as stream restoration, septic removal or projects that implement innovative stormwater retrofits are encouraged.

**V. Geographic Area**

Please detail, in one paragraph, the geographic area for the proposed project. You are encouraged to provide a map of the project site as an appendix.

**VI. Project Cost, Matching Funds, and Timeline**

Please provide the following information: Total project cost, matching funds provided, matching funds provider, and time required to complete the project. Include a complete, draft project timeline describing when different tasks will be performed and by whom. Matching funds must be from non-federal sources, and meet federal requirements for costs, recruiting requirements and quality assurances. Please note that although matching funds are not required, they will aid in the decision and will be given more consideration. Please describe any seasonal limitations to conducting your project, including possible impacts to endangered species. The U.S. Fish and Wildlife Service will review any construction or earth-moving projects selected for possible impacts to endangered species.

**VII. Other Partners**

Describe any additional organizations or funding sources that may be used to support the proposed project. If there is more than one organization, clearly explain what role each will take on and how they will work together.

**VIII. Detailed Project Description**

Describe in detail the proposed project as succinctly as possible. The total length of the project description (I-VIII) cannot exceed two pages in length. You may attach any maps or tables as an appendix, but no additional text may be added beyond the two-page limit.

**IX. Project Results and Evaluation**

Outputs – list the material items to be produced by your projects (e.g., 2,000 feet of shoreline restoration, species lists, model development, potential nutrient transport mechanism, etc.).

Outcomes – list the expected changes resulting from your project, whether in behavior improvements/benefits to the estuary ecosystem and community, and/or other benefits such as specific improved scientific understanding, increased diversity, increased water infiltration, better informed community members. Which of the changes listed will you be able to measure (number of participants engaged, number of visitors to a public access site, etc.)? How will you evaluate the success of the project once it is completed? (Please briefly describe your evaluation plan. Keep in mind your project goals, expected outcomes and outputs and how you will define success.)

**X. Budget**

Please provide an itemized budget showing the total project cost, the amount requested from MCBP, the cost covered by other sources of funding (e.g., other grants, donated materials, in-kind services and volunteer labor). If the project involved multiple partners

please clearly indicate which portions of the budget are for which organization. If your project is part of an ongoing program by your organization, please make clear how MCBP funds will be used to implement a new or different initiative about and beyond existing efforts. Please provide salaries and the estimated percentage of time of involvement (based on the project period) for each member of the proposed project team. The Program reserves the right to offer funding for a particular phase or task, rather than funding the entire project.

#### **X. Quality Assurance**

Some of the funding that supports this solicitation is provided by the United States Environmental Protection Agency (EPA). Therefore, proposals that include environmental measures will be required to comply with the Quality Assurance requirements of the EPA. Applicants should allow sufficient time and resources for this process in their proposed projects. Environmental data are defined as any measurement or information describing the environmental processes, location or condition; ecological or health effects and consequences; or the performance of environmental technology. Environmental data also include information collected directly from measurements, produced by models, and obtained from other sources, i.e. databases or published literature. Guidance and justification for these requirements can be found at <http://www.epa.gov/quality>. Particular attention should be directed to 40 CFR 30, 31 and 35 ([http://www.epa.gov/quality/qa\\_cfrs.html#40PART30](http://www.epa.gov/quality/qa_cfrs.html#40PART30)).

Successful applicants will be required to submit a copy of the Quality Assurance Management Plan for their organization. A Quality Assurance Project Plan for the proposed project will also be required and Maryland Coastal Bays Program can help in preparing the project plan if needed. For additional information on the Quality Assurance Program of the MCBP, please contact Katherine Phillips at [kphillips@mdcoastalbays.org](mailto:kphillips@mdcoastalbays.org) or 410-213-2297 ext. 109.