


To: Finance Committee:
Ald. Ian Pfeiffer, Chair
Ald. Ross Arnett
Ald. Frederick Paone 
From: Maria T. Broadbent, Director, DNEP
Date: December 10, 2014
Re: Maritime Museum Grant

The Maritime Museum has received a grant to install a living (grassy) shoreline at their location on Second Street. This item is brought before the Finance Committee as the property is owned by the City of Annapolis.

There will be not cost to the City to install or maintain this project.



September 23, 2014

Ms. Alice Estrada
Executive Director
Annapolis Maritime Museum
P.O. Box 3088
723 Second Street
Annapolis, MD 21403

Dear Ms. Estrada:

The Chesapeake Bay Trust thanks the Annapolis Maritime Museum for your proposal. Funding partners received a high level of requests, over \$1,500,000 in requests for \$509,000 available in this round of the Living Shoreline Grant Program. I am pleased to report approval of a grant in the amount of \$66,462.00. Costs for staff time for the Executive Director and the Director of Education are declined. Costs for the contingency budget line item must be redistributed to other budget lines.

Please sign and return the enclosed grant agreement within sixty days of the date of this letter or the Trust reserves the right to cancel the grant award and apply funds to other projects.

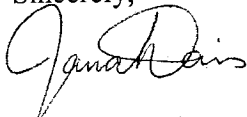
Your grant award will be distributed in two phases:

Phase I, of \$59,816.00 or 90% of the award, not to be disbursed until (i) a revised budget is submitted to the Trust by 12/1/2014 that shows the funds originally allocated to a contingency line item (\$3,773) redistributed to other line items within the budget, (ii) the final construction drawing is submitted to the Trust and approved by funding partners, (iii) copies of all permit approvals are received by the Trust, and (iv) after the pre-construction meeting is held, as described in section 6 in the grant agreement.

Phase II, of \$6,646.00 or 10% of the award, will be disbursed upon submission to and review by the Chesapeake Bay Trust of your final report, due on 10/1/2015.

If you should have any questions regarding our decision, please feel free to contact Jen Wijetunga at 410-974-2941 ext. 106. The Chesapeake Bay Trust greatly appreciates the time you invested in proposal development, and we look forward to working with you in the future.

Sincerely,



Jana Davis, Ph.D.
Executive Director

Grant #:12617
Project Leader: Josh Falk



Grant Agreement between the Chesapeake Bay Trust and Annapolis Maritime Museum

September 23, 2014

The total amount of the grant award for grant number 12617 is \$66,462.00. Delivery of this grant is made subject to receipt by the Chesapeake Bay Trust (Trust) of a signed copy of this agreement, which confirms that:

- 1) The grant award is in the amount of \$66,462.00. Costs for staff time for the Executive Director and the Director of Education are declined. By accepting this award, grantee agrees that said monies will be used to accomplish deliverables and budgeted items in your grant application received on 7/11/2014 and approved in this grant agreement.
- 2) Significant changes to project scope must be approved by the Trust in advance of the change. Please visit www.cbtrust.org/forms to download the Grant Revision Request Form. Significant changes include, but are not limited to:
 - a. Changes in key personnel or key project partners
 - b. Changes in budget that result in a greater than 10% shift in funds across budget categories (e.g., supplies, personnel, contractual)
 - c. Changes in budget that result in addition of a new line item
 - d. Changes in project deliverables as proposed in your original application

Your final report will include a budget section and a deliverables section that should match your proposed budget and deliverables.

- 3) Any changes to the design plans submitted to the Trust within the application must be approved by the funding partners; i.e., if the design plans submitted to the Trust are not identical to plans used for construction, changes must be approved.
- 4) Construction must be initiated by **4/1/2015** as described in the timeline of your grant application; otherwise, the award may be terminated by the Trust.
- 5) The grantee agrees to initiate, organize, and schedule a mandatory post-award meeting to discuss the terms of the agreement within 90 days of receipt of award letter to include Trust staff, the landowner, and the applicant.
- 6) The grantee agrees to initiate, organize, and schedule a mandatory pre-construction meeting after the construction contract with the prime contractor has been awarded and within 30 days of the construction start date, to include Trust staff, MDE staff, the landowner, the applicant, the contractor, and the project engineer.
- 7) Funding will be distributed in two payments, as described below:
 - a. **Phase I payment of \$59,816.00**, 90% of the award amount, not to be distributed until (i) a revised budget is submitted to the Trust by 12/1/2014 that shows the funds originally allocated to a contingency line item (\$3,773) redistributed to other line items within the budget, (ii) the final construction drawing is submitted to the Trust and approved by funding partners, (iii) copies of all permit approvals are received by the Trust, and (iv) after the pre-construction meeting is held, as described in section 6 in the grant agreement.
 - b. **Phase II payment of \$6,646.00**, 10% of the award amount, to be distributed after submission and Trust review of the final report, described below.
- 8) A **status report(s)** on this project, including a description of permit status; construction bid process, if applicable; progress in scheduling construction; project status; and an accounting of expenditures to date is due to the Trust on **4/1/2015**.

Executive Officer Initials

Project Leader Initials

- 9) A **final report** on this project, including a complete accounting of expenditures and complete programmatic documentation as specified in report form instructions, must be furnished to the Chesapeake Bay Trust by **10/1/2015** on this project, including a complete accounting of all expenditures and complete programmatic documentation, as specified in report form instructions. The final report must include invoices, receipts, and an accounting of personnel costs, such as copies of timesheets (if applicable).

- 10) Final and Status reports can be submitted by logging into the Chesapeake Bay Trust Online Grant System account accessed through the link https://www.GrantRequest.com/SID_1520 with the same username and password used when you applied. Final and status report extension requests must be made via email to the appropriate program staff at the Trust prior to the report due date and, depending on circumstances, may or may not be granted. In cases where the grantee fails to submit a status report or final report by the due date, the Trust reserves the right to terminate the grant agreement and require a refund of funds already transferred to the grantee. By signing this grant agreement, the grantee agrees to comply with the status report date, if applicable, and the final report date listed above and agrees to return funds if a complete report is not submitted by the deadline. Failure to submit report(s) by the deadline will affect eligibility for future awards.

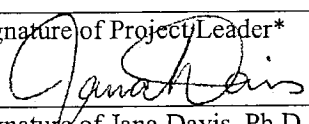
- 11) All materials purchased with this grant will be the property of Annapolis Maritime Museum.

- 12) All public communications and promotion including press releases, print publications, signage, online messaging, etc. must acknowledge the Trust and MDE and include funding partner logos. Trust license plate logo files are available online at www.cbtrust.org/logos.

- 13) The grantee will hold the Chesapeake Bay Trust harmless and indemnify from any claims or litigation arising out of the grantee's performance of the project and from and against such portion of any liability for injury or damage to person or property caused by the grantee's performance of the project.

The undersigned who is (are) fully authorized in the premises of the Annapolis Maritime Museum accepts, subject to the terms and conditions in the above grant agreement, the proposed grant of \$66,462.00.

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

_____ Signature of Executive Officer*	_____ Title	_____ Date
_____ Signature of Project Leader*	_____ Title	_____ Date
 Signature of Jana Davis, Ph.D.	Executive Director	9/23/2014
_____ Signature of Jana Davis, Ph.D.	_____ Title	_____ Date

Grant #: 12617 Grant Program: Living Shoreline

HELP THE TRUST TELL YOUR STORY

Congratulations on your recent grant approval! The Chesapeake Bay Trust is very excited to see your project come to life and would like to help publicize your great work. Now that you have your approval letter and your efforts can get underway, please help us learn more about your upcoming grant activity in three short ways:

**** EVENT DATE & TIME ****

**** PHOTO COLLECTION ****

**** BLOG WRITING ****

EVENTS: The Trust hosts an online calendar to help our grantees promote their upcoming events and volunteer needs. In order to know when projects take place, we encourage grantees to post events through the Trust's website: www.calendar.cbtrust.org. When applicable (and timing permits) Trust staff will try to attend particular events and we encourage you to keep in contact with staff on opportunities to volunteer, take pictures and promote activities to the local media.

(**Note:** We realize that certain projects do not have events associated with them but for those that do, please include them on the calendar. If your project is not open to the public, but it is appropriate for Trust staff to attend when available, please email Kristin Foringer at kforinger@cbtrust.org.)

PHOTOS: There is no better way to share your story than through pictures! We urge you to take photos during any grant event, and especially before and after photos of hands-on restoration projects. The Trust will publicize these through numerous formats and we encourage you to email them anytime to kforinger@cbtrust.org. If you want to see examples of previous Trust grant work, visit our Flickr page: (<http://www.flickr.com/photos/cbtrust/>)

BLOGS: Every grantee is invited to write a short blog on their Trust-funded grant project. The purpose of this post is to not only showcase great grant work, but also to help raise awareness about your organization or school and how your efforts are impacting the Chesapeake Bay. Not sure what to write about? Check out the Trust's online blog at www.cbtrust.org/blog for ideas.

Blog Criteria:

1. Between 3-4 paragraphs in length
2. Describe the nature of your grant project
3. Highlight the project before, during or after and its overall impact
4. Include pictures (when applicable) and a personal connection (when possible)

QUESTIONS?

**CONTACT ASHLEY DEJESUS, ADEJESUS@CBTRUST.ORG, 410-974-2941, EXT. 112.
CONGRATULATIONS AND WE LOOK FORWARD TO A GREAT PROJECT!**

1. Track 1: with conceptual plans
2. **Description of Requesting Organization:**

The Annapolis Maritime Museum is a major community asset serving Anne Arundel County. The Museum's principal mission is to educate youth and adults about the Annapolis area's rich maritime heritage and the ecology of the Chesapeake Bay through programs, exhibits and community events. The Museum campus includes the 7,000-square-foot McNasby Oyster Company building, the 600-square-foot Barge House, adjacent beachside park with a historic wooden boat exhibit. The Museum has permanent and rotating exhibitions and an ongoing calendar of special events. The waterfront campus provides rare public access to the waters of the Bay.

Known as the Education Center, the Museum has grown to offer hands-on education about the ecology of the Chesapeake Bay to the youth and surrounding Annapolis community. The location of the Museum campus, at the mouth of Back Creek overlooking the Chesapeake Bay, provides a vital living classroom and a distinctive learning environment.

The Education Center at the Annapolis Maritime Museum educates over 3,000 children annually about Chesapeake Bay ecology and its maritime heritage. The museum views education as a lifelong pursuit, and feels that in order to encourage a conservation ethic, experiential educational efforts must begin at an early age and provide a continuum of connecting experiences that cultivate environmental stewardship. To accomplish this, the museum runs a suite of core programs that focus on providing action based curriculums that target local students several times during their early education career. In fact, by the time most City of Annapolis students matriculate from 6th grade, they will have participated in three unique issues-based experiences. These programs include:

- **Little Skipjacks- Pre-K program:** Museum staff visit every public Pre K classroom in the City of Annapolis and provides a one-hour, hands-on lesson about Chesapeake Bay oysters and critters.
- **Chesapeake Champions 2nd grade program:** By studying the Chesapeake Bay through the lens of science, social studies and art, students learn their connection to the health of the Chesapeake Bay. The year-long program reaches one quarter of the 2nd grade students in the City of Annapolis and aligns with state standards. The program concludes with a student led action/restoration project on each of the participating school's grounds.
- **Oyster Education 6th grade program:** The Annapolis Maritime Museum's 6th grade Oyster Education Program (OEP) is a year-long environmental literacy project. The OEP program uses the oyster as an integrating context to explore human interaction with the environment including policy, economics, biology and history. Students participating in this restoration based project have helped plant over 40,000 oyster spat in the Severn River. Additionally, the program encourages students to consider the effects of urban development and storm water run-off on oysters and the Chesapeake Bay. This program

reaches every 6th grader in the City of Annapolis as well as every 6th grader at two additional middle schools located in the County.

The Museum also offers custom fee based, on-site field trips and summer camps that engage participants with the ecology of the Chesapeake Bay and the maritime history of Annapolis at the Museum's waterfront campus. Participants explore Back Creek and Annapolis through hands-on, cross-curricular activities.

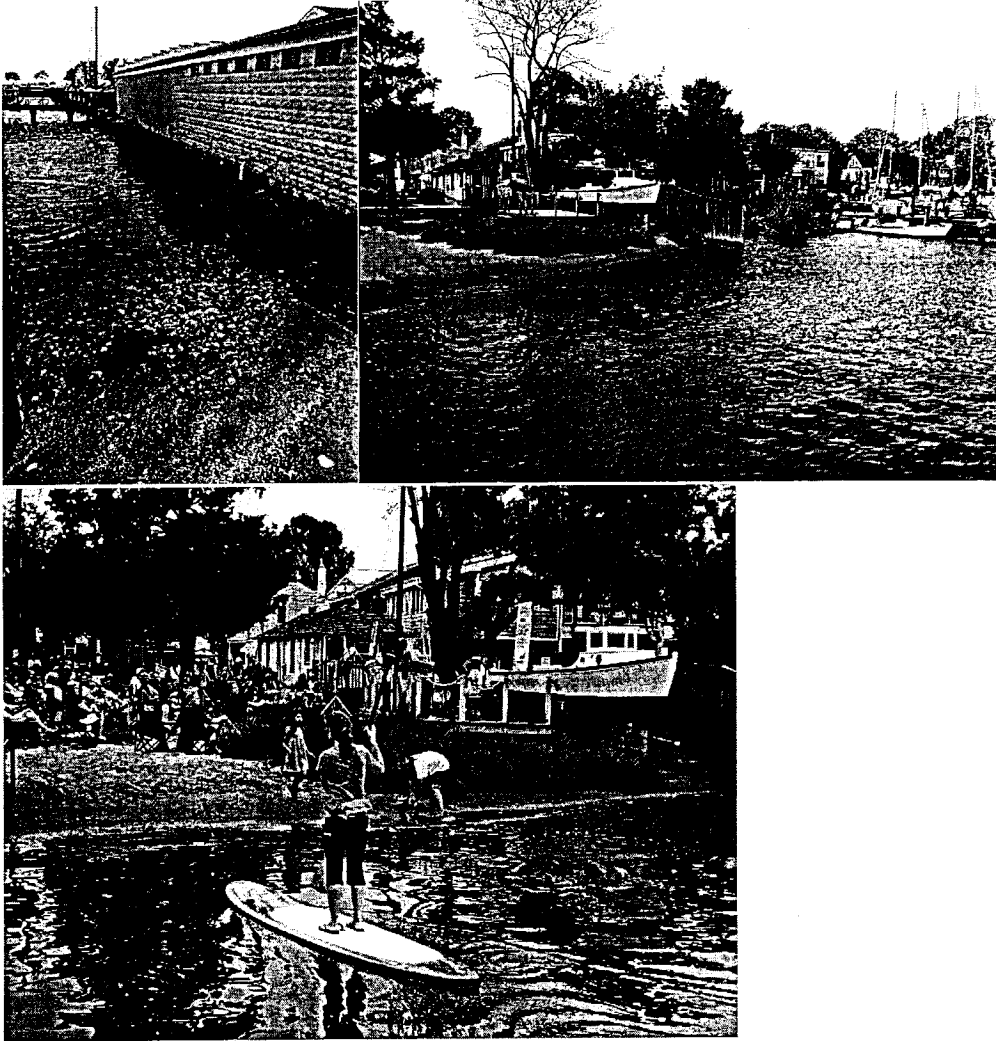
Only 2% of the Chesapeake Bay has public waterfront access and the Maritime Museum provides this rare entrée. The waterfront access is not only an asset to the programs of the museum, but it is also appreciated by the entire Annapolis community, which further stresses the importance of restoring the coastline. Additionally, the Annapolis Maritime Museum is used as the venue for many community events such as summer concerts, the Annual Oyster Roast and Sock Burning and the Annual Boatyard Beach Bash.

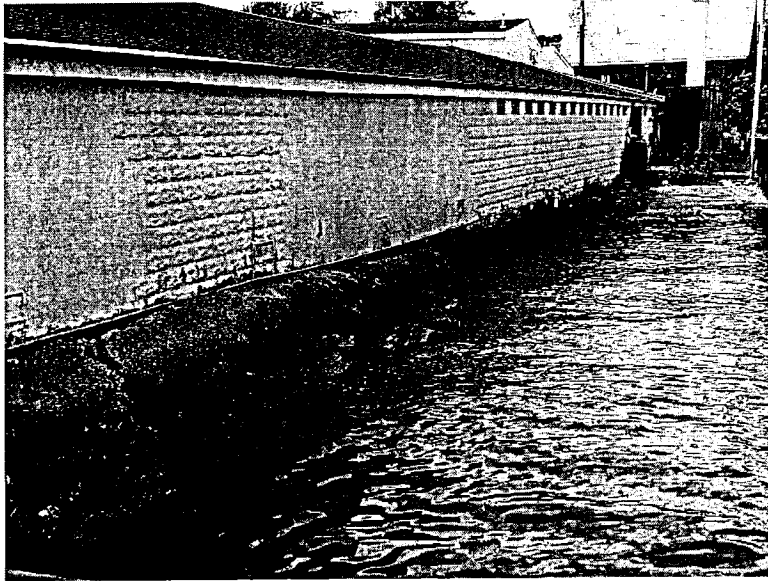
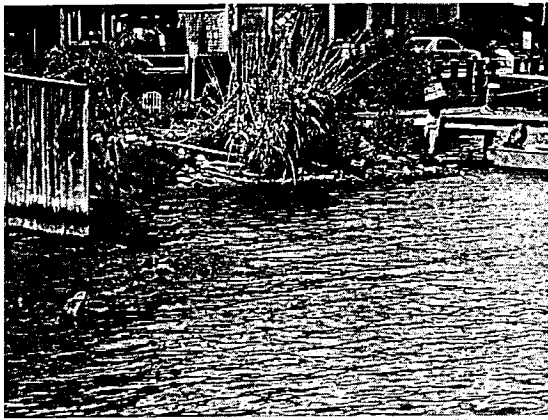
The Annapolis Maritime Museum is a non-profit, 501 (c) 3 organization.

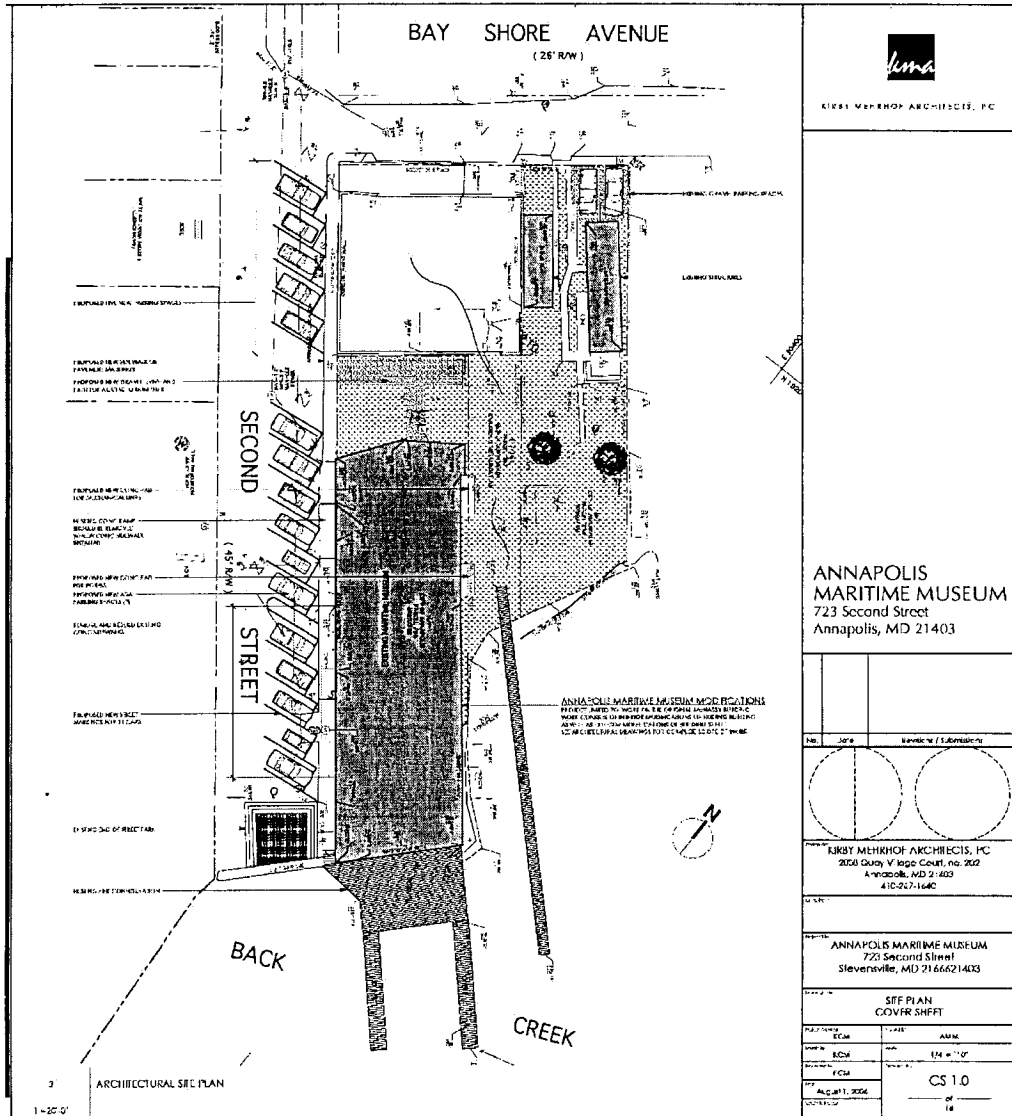
3. Project and Site Description

a. Conceptual sketch uploaded. Project description: This proposal seeks funding for costs associated with the design, installation and interpretation of a living shoreline to help reduce erosion, dampen wave energy, improve water quality, increase wildlife habitat and protect the infrastructure of the Annapolis Maritime Museum. The project will preserve a valuable public access point to the Chesapeake Bay and provide an environmental exhibit for thousands of visitors to the Museum as well as a teaching tool for over 3,000 students annually participating in the Museum's educational programs. To maximize the effectiveness of the shoreline restoration, two contiguous properties, privately owned, will participate in the project. Elements of the plan will include design, coordination and construction of a living shoreline that will use a combination of marsh creation using native plant species, placement of sand and rock installation to stabilize sediments as well as provide wildlife habitat.

b. Photos and map of site:







- c. Erosion: According to DNR, the erosion rate from 1970 to 1990 is approximately 2 ft. per year. The Museum was severely damaged from Hurricane Isabel in 2003 and restoration efforts installed after the hurricane have deteriorated.
- d. Wetlands: There is no inter-tidal grasses and sparse high marsh grasses.
- e. Upland conditions: The upland is level with turf and a sandy beach area. The area is heavily used as a public park and provides access to the bay. Swimming, fishing, crabbing, canoe and kayak launches all occur in the area. In addition, multiple special events and education programs take place in the upland area.
- f. Offshore conditions: The substrate is a firm sandy bottom. Waters are shallow and are 1-2 feet twenty feet offshore.
- g. Ecological value: By creating this intertidal brackish water living shoreline we will be creating valuable habitat for many Chesapeake Bay animals as well as water quality improvements – water quality will be greatly increased by the stabilization of the erosion and by the addition of plant material. Stabilizing the shoreline erosion will decrease sediment fall, which will increase the clarity and water quality. In addition, the plant material will offer a natural filter to the water, which will cause an improvement in the water quality. An estimated 2,000 plants will be installed in over 3,500 square feet. Additionally:

Fish that rely on living shorelines as a nursery for juveniles:

Striped bass *Morone saxatilis*
 White perch *Morone americana*
 Yellow perch *Perca flavescens*
 Northern Pipe fish *Syngnathus fuscus*
 Chain Pickerel *Esox niger*

Marine species that spend most of their life near-shore and will use the living shoreline all year:

Silversides *Menidia menidia*
 Mummichog *Fundulus heteroclitus*
 Striped Killi-fish *Fundulus majalis*
 Grass shrimp *Palaemonetes pugio*

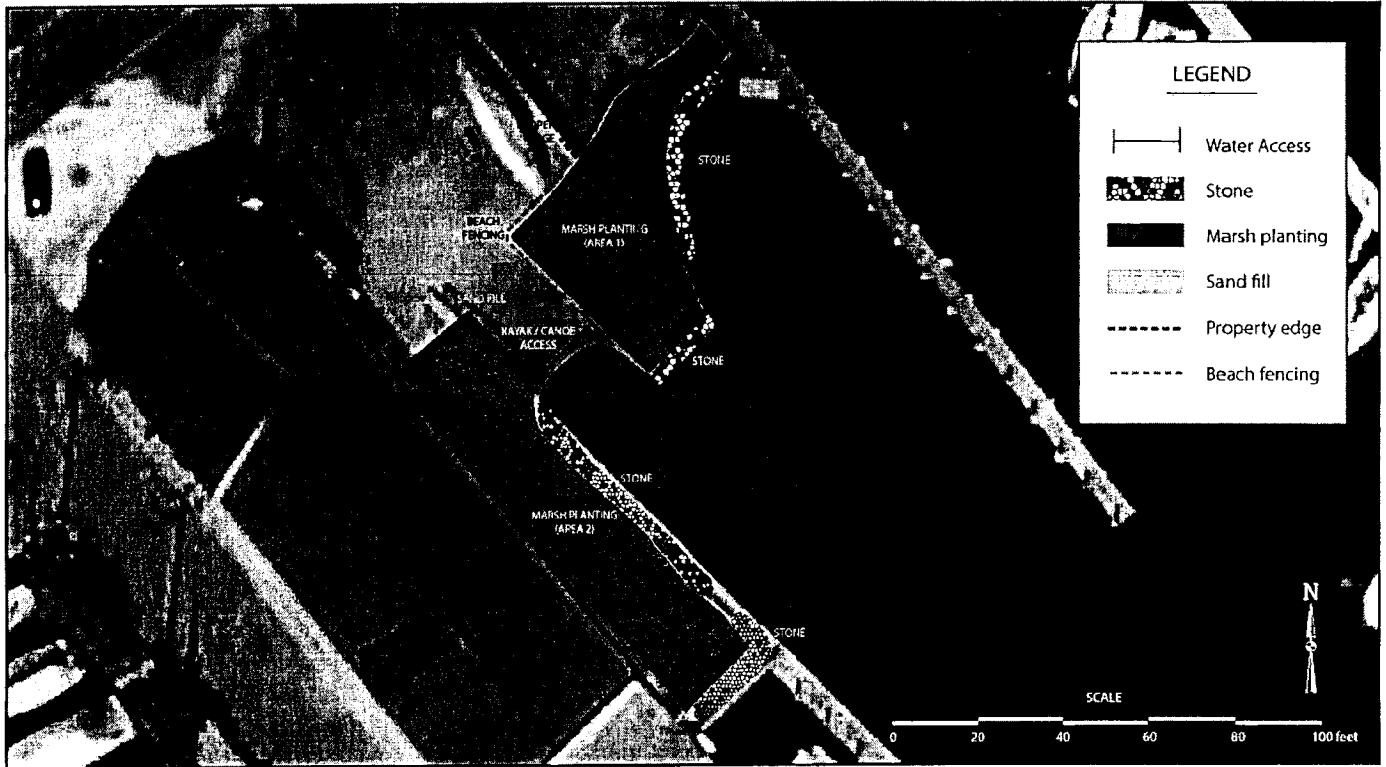
Species that will use shoreline as a potential nesting site:

Horseshoe crabs *Limulus polyphemus*
 Diamondback terrapin *Malaclemys terrapin*
 Sanderling *Calidris alba*

- h. Demonstration value: Education is core to the Annapolis Maritime Museum's mission. The Education Center plans on including this shoreline project as a key focus of its education programming. Students in both year-long programs, Chesapeake Champions and Oyster Education Program will be key in the plant installation process. These programs in particular have a strong watershed education component. By directly engaging in the planting process students will understand that what happens in the watershed directly effects the Bay's water quality and that their actions. In addition, the abundance of volunteers and visitors from the community can experience the changes

and restoration of the coastline firsthand. Annapolis Maritime Museum very much wants to showcase this project by using interpretive signage to inform community, visitors and students about the need for and specifics of preserving and restoring the shoreline. Interpretive signage is already on the property including signage on the components and benefits of a rain gardens.

- i. Is the project an extension of an on-going or recently completed project? No
- j. The project is not part of a strategy for a local watershed plan.
4. Permits and permissions: The City of Annapolis is the property owner and a letter of permission has been uploaded. This project has been reviewed in pre-application meetings with Chesapeake Bay Trust, DNR, representatives with staff from MDE and the City of Annapolis. Maria Broadbent, Director of the Department of Neighborhood and Environmental Programs has pledged to assist in guiding and streamlining the application process.
5. Cost estimates: Three estimates have been solicited from marine contractors as well as DNR and all have come relatively close to cost, \$93,041, \$97,060 and \$103,940.
6. Maintenance: The Annapolis Maritime Museum is host to an array of educational programs, which look to educate about the ecology of the Chesapeake Bay. Maintenance of the project will be incorporated into the curriculum of the educational programs by teaching the students through hands-on environmental care. In addition, the museum supports a Garden Club who is actively involved in the upkeep of the ground's plants and gardens. Both of these outlets give a constant group of people dedicated to the care and upkeep of the shoreline project. Assistance from the Department of Natural Resources and other specialized organizations can be called in on a needed basis to ensure that the shoreline project is being kept to a high standard.
7. Contractual Assistance: DNR has agreed to provide guidance and technical assistance throughout the process from design, permitting, construction and maintenance. No contractors or consultants have been chosen at this time.
8. Audience and Volunteer Involvement: Volunteers are a prominent component of the Annapolis Maritime team. Currently the museum has over 150 active volunteers. These volunteers could help with planting and other construction activities that the project entails. In addition, the volunteers could be used to spread awareness to the community about the living shoreline and to solicit more community involvement. The Maritime Museum has earned a solid reputation for being environmentally focused and attracts the involvement and dedication of Annapolis Area residents that strive to help with environmental issues. The Museum boasts over 15,000 visitors a year which will also provide an ongoing source of volunteers and audiences.



Annapolis Maritime Museum, Eastport, MD
 Soft Access and Shoreline Restoration Concept Plan A (aerial view)

DRAFT DRAFT DRAFT



 The concept design was prepared
 Public Access, Water Trails and Recreation Planning Program
 July 22, 2014

Chesapeake Bay Trust - Grant Application Budget Form

Applicant Name:

Annapolis Maritime Museum

Project Title:

Annapolis Maritime Museum - Living Shoreline

Budget Item	Budget Category	Quantity	Cost per Item	Amount Requested	Cash Match	Source of Cash Match	Status of Cash Match	In-kind Match	Source of In-kind Match	Status of In-kind Match	Total
Total field trip fees (all budget tabs)											
Total other (all budget tabs)											

Chesapeake Bay Trust - Grant Application Budget Form Instructions

Column A: Budget item: Please enter budget items in this column. Please list individual budget items as detailed as possible. If you exceed the number of budget items on the first tab of the spreadsheet, please move to the second tab of the spreadsheet; a cell on the first tab of the spreadsheet will calculate the total amount requested from CBT on all tabs. List supplies separately. List staff cost requests for individual personnel separately, and list benefits separately. For example, if you are requesting salary and benefits for 3 separate staff positions, you should have 6 associated lines. **Please include ALL items required for the project**, even if the full amount is being leveraged from other sources and funding is not requested from this grant program.

Column B: Please choose the most closely aligned general budget category associated with each budget item. You must choose from the drop-down menu. **YOU WILL MOST LIKELY HAVE MORE THAN ONE ROW IDENTIFIED AS A PARTICULAR BUDGET CATEGORY.** Do not lump all supplies into one row.

"Personnel" should be chosen for any staff time and/or benefits/fringe requests. Please be sure to check the RFP instructions for allowable personnel-related requests. Some grant programs, for example, may not allow requests for salary costs (for those programs that do, salary costs may be limited to no more than 20% of the total request amount). Please list each staff position for whom salary is requested or listed as match in a separate row.

"Supplies" should be chosen for all supplies and materials, including plants, planting supplies, rain barrels, tools, etc.

"Contractual" should be chosen for all hiring of consultants, construction firms, or other outside firms. Do NOT lump all contractual costs into one row. Contractual costs should be extremely detailed, and should match the scope of work the contractor provided to the applicant.

"Travel" should be chosen for all travel-related costs, including field trip transportation as well as mileage for other requests.

"Field trip fees" should be chosen only for education-related requests, and should include only field trip program fees and substitute teacher costs. Field trip transportation should be listed under "Travel."

"Other" should be chosen sparingly, only if you absolutely cannot fit your budget item into one of the other categories.

Column C: List the number of items identified in Column A you wish to purchase or provide as match. For personnel requests, this column should contain the number of hours requested or provided as match.

Column D: List the cost per item. For personnel requests, this column should be the hourly rate.

Column E: Indicate the amount requested from this grant program. You will only be able to enter a numeric value.

Column F: List the cash match/leverage you have in-hand, pledged, or applied for. Do NOT include cash match that is not yet in one of those categories. Items be listed as cash match only if the source is another source of funding. Existing supplies that you have in hand for your project should be listed as in-kind match salary should be listed as in-kind match unless it is derived from another grant. Check the RFP for match requirements: Some Trust programs have requirements; others do not.

Column G: List the source of the cash match. DO NOT leave this column blank if you have entered a cash match in a given row.

Column H: Choose the status of the cash match from the drop-down menu. Select "in-hand" if you have already received the cash for the item. Select "pledged" if cash has been awarded but you do not already possess it. Select "applied for" if you have submitted an application for the match, but have not yet received word of the outcome of the application. DO NOT leave this column blank if you have entered a cash match in a given row.

Column I: List the in-kind match/leverage resources you have in-hand, pledged or applied for. Do NOT list any match that is not yet in one of those categories. Existing items applied to the project, such as donated contractor time, should be listed as in-kind match. Most salary should be listed as in-kind match unless it is derived from another grant.

Column J: List the source of the in-kind match. DO NOT leave this column blank if you have entered in-kind match in a given row.

Column K: Choose the status of the in-kind match from the drop-down menu. Select "in-hand" if you have already received the item or have written confirmation. "pledged" if the donation has been promised but you do not already possess it. Select "applied for" if you have submitted an application for the match, but have not received word on the outcome of the application. DO NOT leave this column blank if you have entered in-kind match in a given row.

Column L: Will total for you

Column M: List any additional details about your budget items here.

Lines 35-40: These lines, numbered 35-40, will self-calculate sub-totals for each budget category. Please enter these subtotals in the second section of the budget component after you upload your budget spreadsheet.



Brian J. Woodward, City Manager, Acting
City of Annapolis
160 Duke of Gloucester Street
Annapolis, MD 21401

July 9, 2014

Ms. Alice Estrada
Executive Director
Annapolis Maritime Museum
723 Second St.
Annapolis, MD 21403

Re: CBT grant for living shoreline

Dear Ms. Estrada,

Please find enclosed a letter of support for Annapolis Maritime Museum's Chesapeake Bay Trust living shoreline grant. This project will be an ecological improvement to the Chesapeake Bay and an environmental education asset for the greater Annapolis area.

We look forward to working with you through the grant and permitting process. Please plan to meet with City staff once you have received notice of a grant award. They are here to help you get your project installed smoothly. As the project is on City property, there are some requirements for agreements and approvals that can take a bit of extra time. Please plan these into your timeline to make sure you can meet any grant deadlines that could be affected.

We wish you the best of luck in receiving your grant award and look forward to working with you.

Sincerely,

Brian J. Woodward
City Manager, Acting



Brian J. Woodward, City Manager, Acting
City of Annapolis
160 Duke of Gloucester Street
Annapolis, MD 21401

July 9, 2014

Ms. Jana Davis, Ph.D.
Executive Director
Chesapeake Bay Trust
60 West St., Ste. 405
Annapolis, MD 21401

Dear Dr. Davis,

On behalf of City of Annapolis and as the property owner of the Annapolis Maritime Museum, we would like to express our support for the Annapolis Maritime Museum's grant application to the Chesapeake Bay Trust for the Living Shoreline Grant. The Annapolis Maritime Museum is an educational and community institution that generates awareness about the ecology and environmental health of the Chesapeake Bay. Programs conducted by the museum have taught many students about the importance of the environment and Chesapeake Bay watershed. The living shoreline restoration project at the museum will act as a living classroom to both students and visitors.

The Annapolis Maritime Museum is a popular waterfront education and entertainment venue in the city. This project will go a long way to educate the greater Annapolis community about the benefits of living shorelines. Thank you in advance for your consideration of this valuable project.

Sincerely,

Brian J. Woodard
City Manager, Acting