

March 2, 2020

Mrs. Tracy Douglas
City Administrator
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

Dear Mrs. Douglas:

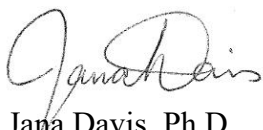
The Chesapeake Bay Trust thanks the City of Hyattsville for your proposal to the Prince George's Stormwater Stewardship Award Program. I am pleased to report approval of \$60,762 to promote the importance and benefits of trees by implementing a Tree Canopy study and providing resources to residents to plant trees.

Your award will be distributed as detailed in the award agreement attached. The payment(s) are contingent on key elements that are required prior to the release of each payment as described in your award agreement. **Please carefully read your award agreement** and contact the Trust if you have questions.

The signed award agreement, any other contingencies, and status and final reports must 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. The Trust reserves the right to cancel the award and apply funds to other projects if the requirements of the award agreement are not met by the due dates.

If you should have any questions regarding our decision, please feel free to contact the Program Officer, Sadie Drescher at 410-974-2941 ext. 105. The Chesapeake Bay Trust greatly appreciates the time you invested in proposal development and looks forward to working with you in the future.

Sincerely,



Jana Davis, Ph.D.
Executive Director

Award #: 17682
Project Leader: Dawn Taft



108 Severn Avenue • Annapolis, MD 21403 • PH: 410.974.2941
www.chesapeakebaytrust.org



Award Agreement between the Chesapeake Bay Trust
And the City of Hyattsville

March 2, 2020

This agreement is between the Chesapeake Bay Trust (the Trust) and the City of Hyattsville (the “awardee”). The total amount of the award for award number 17682 is \$60,762. Delivery of this award is made through the Prince George’s County Stormwater Stewardship Award Program and is subject to receipt by the Trust of a signed copy of this agreement, which confirms that:

1. **Award Amount and Description:** The award is in the amount of \$60,762 to promote the importance and benefits of trees by implementing a Tree Canopy study and providing resources to residents to plant trees. By accepting this award, awardee agrees that said monies will be used to accomplish deliverables with budgeted items as proposed in your application received on 12/5/2019, modified through any contingencies below, and approved in this award agreement.
2. **Period of Performance:** The period of performance for this award is from 2/19/2020 to 10/1/2021.
3. **Changes in Scope and Budget:** Up to 10% of total project funds may be shifted from one of the seven high level budget categories (e.g., supplies, travel, etc.) to another, as long as the shift does not substantively modify the project’s goals, objectives, milestones, or deliverables. Significant changes to project budget and/or scope must be approved by the Trust in advance of the change. Requests for approval of changes must be made by completing the Award Revision Request Requirement available in your online award portal. The following types of changes should trigger an Award Revision Request:
 - a. Scope changes:
 - i. An alteration of the intent, goals, objectives, milestones, and/or deliverables of the project
 - ii. A change in the physical location of a project
 - iii. Changes in key personnel or key project partners
 - iv. Changes in project deliverables as proposed in your original application and modified through contingencies in this award agreement
 - v. Changes in timeline in your original application or as subsequently amended, including requests for no-cost extensions
 - b. Budgetary changes:
 - i. Changes in budget that result in a greater than 10% shift in funds across high level budget categories (personnel, supplies, contractual, travel, field trip fees, other, and indirect costs)
 - ii. Addition of a line item to the budget that falls under one of the seven high level budget categories that had not yet appeared in your budget (e.g., adding personnel when none had been approved previously or adding contractual services to the budget)
 - iii. Budget changes that reflect an alteration of the intent of the project
 - iv. Budget changes that reflect a change in the environmental benefit or impact of a project

Executive Officer Initials

Project Leader Initials

4. **Pre-planting meeting:** The awardee agrees to initiate, organize, and schedule a mandatory pre-planting meeting after the contract with the prime contractor has been awarded and within 30 days of the planting start date, to include Trust staff, the landowner (if not the awardee), the awardee, the contractor, and additional parties needed for successful implementation.
5. **Change to Planting Plan:** Any changes to the planting plan submitted to the Trust within the application must be approved by the funding partners; i.e., if the plans submitted to the Trust are not identical to plans used, changes must be approved.
6. **Start of construction/implementation:** Construction/implementation must be initiated by 11/1/2020, otherwise the award may be terminated by the Trust.
7. **Distribution of funding:** Funding will be distributed in phased payments as described below:
 - a. Phase 1 payment of \$54,686 (90% of the award amount) is contingent upon:
 - i. submission by 5/1/2020 to the Trust of the signed award agreement;
 - ii. submission by 5/1/2020 to the Trust of the award agreement contingencies that were due by 8/15/2019 and the and pre-construction meeting that was due by 9/15/2019 for the Green Streets, Green Jobs, Green Towns award #16962;
 - iii. submission by 5/1/2020 to and approval by the Trust of an updated scope of work that details:
 1. the Arbor Day and Earth Day workshops;
 2. the community support elements; and
 3. additional scope changes per the kick-off meeting (described in 7(a)(vii) below);
 - iv. submission by 5/1/2020 to and approval by the Trust of an updated application budget that:
 1. limits tree planting costs to \$150 per tree;
 2. details the Arbor Day/Earth Day workshop and community support budget line items;
 3. reports personnel per the Financial Management Spreadsheet's "Application Budget Instructions" in cell B8 to report staff salary, benefits, and fringe as needed/appropriate for the project; and
 4. reflects the awarded amount. To submit the updated budget, use the worksheet in the Trust's Financial Management Spreadsheet entitled "Application Budget" (the third tab along the bottom). You may copy your original budget request into this tab and make edits from there.
 - v. submission by 5/1/2020 to and approval by the Trust of a written statement that the awardee will coordinate their tree planting program with the Town of Cheverly who administers a tree planting program;
 - vi. submission by 5/1/2020 to and approval by the Trust of planting list;
 - vii. initiation, organization, and scheduling of a project kick-off meeting within 60 days of the project start date to include the Trust Point of Contact, relevant project partners, and contractors. At this project kick-off meeting the scope of work and budget will be discussed and upon agreement between the Trust an awardee revised scope of work and budget will be submitted per sections 7a(ii) and 7a(iii); and

- viii. submission by 5/1/2020 to and approval by the Trust of documentation that provides the details of a project kick-off meeting.

Contact the Trust for assistance with these contingencies. Funds will not be released until these contingencies are met.

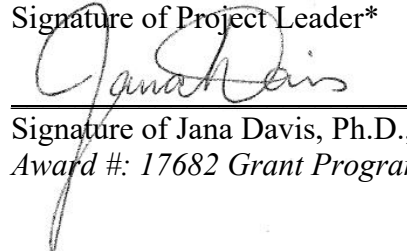
- b. Final payment of \$ 6,076 (10% of the award amount) will be distributed upon submission to and review by the Trust of your **final report due on or before 10/1/2021**. The final report shall include:
- i. **Programmatic report:** A final report as specified in the report form instructions that can be assessed through https://www.grantrequest.com/SID_1520. Included in the final report will be a deliverables section that should match the deliverables you proposed in your approved application, as modified by any contingencies or budget adjustments.
 - ii. **Financial report - Financial Management Spreadsheet's "Expenses" worksheet:** Information must be entered in the appropriate columns (see the "Expenses Instructions" worksheet) describing how the previous phase funds were spent plus the final 10% such that the full award amount, less any award monies not to be used, is reported. If unauthorized changes were made to the budget or deliverables without Trust approval you will be required to refund the award.
 - iii. **Financial documentation - Submission of invoices/receipts and an accounting of personnel costs:** Invoices/receipts and documentation of personnel expenses must be included in ONE PDF or other file. Each row entered into the Financial Management Spreadsheet's "Expenses" worksheet must include a corresponding invoice/receipt/piece of documentation. The individual receipts/invoices/documentation must be numbered with the corresponding backup document numbers (Column A) in the Financial Management Spreadsheet's "Expenses" worksheet and submitted in numerical order. Copies of timesheets associated with any personnel time supported by the award must be included. Institutions of Higher Education may provide, in lieu of timesheets, time and effort reporting documentation that complies with 2 CFR 200.430. Any invoices, receipts, or other documentation already submitted in reporting on a previous phase, if applicable, need not be resubmitted.
 - iv. **Final products:** that include a list of trees planted and location, site pictures for tree plantings, flyers, presentations, and additional other deliverables as outlined in your award application as modified through any contingencies.
 - v. **Photos of the project:** For all projects that involve a construction element, submit before, during, and after construction photos. For all projects that involve an outreach or community engagement element, submit photos of engagement events.
8. **Progress report(s):** Progress report(s) on this project including the outreach and/or restoration progress, to date, is due to the Trust on or before **6/1/2020 and 9/1/2020**.
9. **Submitting documents:** The signed award agreement, other contingencies, and status and final reports are required to 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. Status and final report extension requests must be made using the Award Revision Request Requirement prior to the report due date. Depending on circumstances, the Trust may or may not grant an extension. In cases where the awardee fails to submit a status 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. By signing this award agreement, the awardee agrees to comply with all conditions of the agreement, status and progress report date(s), 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.

10. **Acknowledgement of funding partners:** All public communications and promotion including press releases, print publications, signage, online messaging, etc. must:
 - a. Acknowledge program partners, Prince George's County Department of the Environment (using both names and logos) whose logos appear at the top of the cover letter to this Agreement.
 - b. Include the Trust's license plate logo (available at www.cbtrust.org/logos).
11. The recipient agrees to comply with the terms and conditions included in the proposal submission and all applicable local, state, and federal laws.

The undersigned who is (are) fully authorized in the premises of the City of Hyattsville accepts, subject to the terms and conditions in the above award agreement.

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. Please keep a copy for your records.

| | | |
|---|--------------------|---------------|
| _____ Signature of Executive Officer* | _____ Title | _____ Date |
| _____ Signature of Project Leader* | _____ Title | _____ Date |
|  | Executive Director | 3/2/2020 |

Signature of Jana Davis, Ph.D., Executive Director; Chesapeake Bay Trust Date
Award #: 17682 Grant Program: Prince George's Stormwater Stewardship