



March 17, 2023

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

Dear Mrs. Douglas:

The Chesapeake Bay Trust (the Trust) thanks the City of Hyattsville for your proposal to the Prince George's County Stormwater Stewardship Award Program. The Trust received a high level of requests, over \$3.2 million in requests for \$1.6 million awarded in this round of the program. I am pleased to report approval of \$32,172 to conduct outreach, education, and training on invasive species and removal in Hyattsville, Maryland.

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, and any other contingencies, and status and final reports must be submitted by logging into the Chesapeake Bay Trust Online System 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 Megan Andreasen at (410) 974-2941 ext. 133. The Chesapeake Bay Trust greatly appreciates the time you invested in the proposal development and looks forward to working with you in the future.

Sincerely,

Jana Davis, Ph.D.
President

Award #: 21927
Project Leader: Ms. Dawn Taft





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

March 17, 2023

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 21927 is \$32,172. 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 \$32,172 to conduct outreach, education, and training on invasive species and removal Hyattsville, Maryland. 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 12/30/2022, modified through any contingencies below, and approved in this agreement.
2. **Period of Performance:** The period of performance for this award is from 2/15/2023 to 5/1/2024.
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 are proposed in your original application and modified though any contingencies in this award agreement
 - v. Changes in timeline in your original application or as any 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. **Distribution of Funding:** Funding will be distributed in phased payments as described below:
- a. Phase 1 payment of \$28,955 **is contingent upon:**
 - i. Submission by **5/1/2023** to the Trust of the signed award agreement;
 - ii. Submission by **5/1/2023** to and approval by the Trust of an updated maintenance plan to include long-term monitoring and maintenance of invasive vines, since goat mitigation takes multiple cycles to be effective; and
 - iii. Submission of the record of attendance requirement to the online system by **5/1/2023** for the project kick-off meeting that includes a summary of the meeting with Prince George's County Department of the Environment and the Trust. The funding partners would like to discuss the project scope with the applicant prior to work commencing to ensure the project aligns with County goals and that project expectations are met. To coordinate the kick-off meeting, contact Trust staff, Megan Andreasen at mandreasen@cbtrust.org.

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

- b. Final Payment of \$3,217 will be distributed upon submission to and review by the Trust of your **final report due on or before 5/1/2024**. The final report shall include:
 - i. **Programmatic Report:** A narrative report using the Trust's final report form accessed through http://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 – FMS “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 FMS's “Expenses” worksheet must include a corresponding invoice/receipt/piece of documentation. Each individual invoice/receipt/piece of documentation must be numbered with the corresponding backup document numbers (Column A) in the FMS'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/pieces of documentation already submitted in reporting on a previous phase, if applicable, need not be resubmitted.
 - iv. **Final Products:** Final products that include copies of outreach and educational materials; list of attendees at outreach events; a list of tree locations where invasive vines were removed; final maintenance plan; a one-pager about the project using the template provided by the Trust; and additional other deliverables as outlined in your award application and as modified through any contingencies.

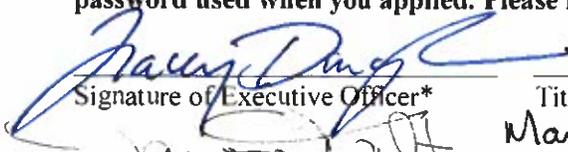
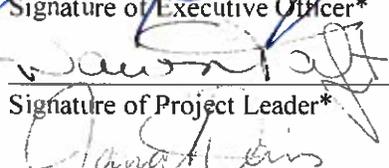
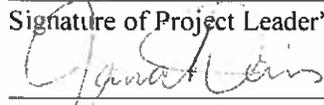

Executive Officer Initials


Project Leader Initials

- 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.
- 5. **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 **9/1/2023, 12/1/2023, and 3/1/2024.**
- 6. **Submitting Documents/Requirements:** The signed award agreement; other contingencies; record of attendances; and status, progress, and final reports are required to be submitted by logging into the Chesapeake Bay Trust Online System account accessed through the link http://GrantRequest.com/SID_1520 with the same username and password used when you applied. Status, progress, and final report extension requests must be made using the Award Revision Request Requirement prior to the report due date. Depending on the circumstances, the Trust may or may not grant an extension. In cases where the awardee fails to submit a status report, progress report, final report, or other requirement 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 this 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)/requirement(s) by the deadline will affect eligibility of future awards.
- 7. **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 Environment (using both names and logos) whose logos appear at the top of the cover letter to this Agreement.
 - b. Include the Trust's logo (available at www.cbtrust.org/logo).
- 8. 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.

Return signed copied of the full award agreement, with each page initialed and full signatures on the last page*, by uploading a scanned copy to your Chesapeake Bay Trust Online 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
	Manager of Env. Programs	3/20/23
Signature of Project Leader*	Title	Date
	President	3/17/2023
Signature of Jana Davis, Ph.D., President; Chesapeake Bay Trust		Date

Award #: 21927 Award Program: Prince George's County Stormwater Stewardship