

# Cost-share Maintenance

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## Program Overview, Instructions, and Application





# COST-SHARE MAINTENANCE

## Program Overview & Process

### Program Overview & Instructions

Please complete and submit all required application materials in order to apply for the Cost-Share Maintenance Program, funded by a National Fish & Wildlife Foundation small watershed grant. Once application materials are received, reviewed, and determined to meet all program requirements, you will be contacted by a maintenance contractor regarding the maintenance service estimate. Maintenance service may take up to 6 weeks from approval of the application. Funding is available on a first come, first served basis. Property owner participation, including completion of maintenance work with guidance from the contractor and completion of a maintenance plan is required for participation in the Cost-Share Maintenance Program.

### Cost-Share Maintenance Process

1. The Property Owner should complete the Cost-Share Maintenance Application and submit to the Alliance for the Chesapeake Bay. *Note: this is not a commitment to complete the project – you will have the opportunity to review the proposal plan/estimate with the contractor before a contract is generated.*
2. The Alliance to review all Required Application Materials (as listed on page 2) and assign a Contractor to the project.
3. The Contractor will work with the Property Owner to develop a proposal and estimate for the maintenance work to be completed.
4. The Property Owner reviews proposal/estimate and if electing to participate in the Cost-Share Maintenance Program, will sign a contract with the Contractor. The portion covered by the Cost-Share Maintenance Program should be clearly noted (eligible for 50-75% of the maintenance service costs, up to \$1000 per property).
5. The Contractor conducts maintenance service visit in conjunction with the Property Owner (or designated caretaker).
  - a. The Property Owner (or designated caretaker) participates in the maintenance work to learn proper care for the stormwater practice, including use of tools as appropriate.
  - b. The Maintenance Plan is reviewed. Anticipated maintenance tasks and timelines are explained. Responsible parties for regular maintenance work are noted. The Property Owner should take this opportunity to ask the Contractor any questions regarding maintenance for their stormwater practice(s).
6. The Contractor submits post-work documentation to the Alliance.
7. The Alliance issues the eligible amount of cost-share directly to the Contractor. The Property Owner pays remaining balance to the Contractor, as agreed in the signed contract.
8. The Property Owner continues to maintain their stormwater practices, in accordance with the Maintenance Plan. The [Stormwater Maintenance Resource Center](#) is available for additional information and resources, including our [Ask an Expert](#) feature if any concerns or questions arise.

Submit Completed Application (and all required application materials) to:  
Kristen Parsons at [kparsons@allianceforthebay.org](mailto:kparsons@allianceforthebay.org)

# COST-SHARE MAINTENANCE APPLICATION

## 1. CONTACT INFORMATION

**Full Name:** \_\_\_\_\_

**Preferred Pronouns:**  she/her/hers  he/him/his  they/them/their  
 prefer not to say  prefer to self-describe: \_\_\_\_\_

**Project Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Preferred method of communication:**

- Email
- Phone call
- Text message

**In which jurisdiction is the property?**

- Montgomery County
- Prince George's County
- Washington, DC

**In which program did you participate?**

- District of Columbia's RiverSmart Homes
  - Grant
  - Rebate
- Prince George's County Rain Check Rebate Program
- Montgomery County's RainScapes Program
- Unknown/Inherited
- Other



Want to print and fill in?  
[Click here for a print friendly version.](#)



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[Click here for a JotForm version.](#)

## REQUIRED APPLICATION MATERIALS

- Completed Application** (p. 2-3)
- Digital before photos** (p. 3)
- Maintenance Plan** (p. 4-6)
- Maintenance Participation Agreement** (p. 7)

## QUESTIONS?

Contact Kristen Parsons:  
202-599-8164  
[kparsons@allianceforthebay.org](mailto:kparsons@allianceforthebay.org)

## 2. PARTICIPATION

How did you hear about the Cost-share Maintenance Program? (email, social media, word-of-mouth, etc.)  
\_\_\_\_\_

Why did you choose to participate? \_\_\_\_\_  
\_\_\_\_\_

Additional Comments: \_\_\_\_\_

**3. PROJECT INFORMATION**

**Approximate Date of Installation:** \_\_\_\_\_

<p><b>Project Type:</b></p> <p><input type="checkbox"/> Rain garden/bioretention</p> <p><input type="checkbox"/> Conservation landscaping/BayScape</p> <p><input type="checkbox"/> Bioswale</p> <p><input type="checkbox"/> Rain barrel/cistern</p> <p><input type="checkbox"/> Infiltration trench</p> <p><input type="checkbox"/> Permeable pavement</p> <p><input type="checkbox"/> Trees</p> <p><input type="checkbox"/> Green roof</p> <p><input type="checkbox"/> Pavement/impermeable removal</p> <p><input type="checkbox"/> Dry well</p>	<p><b>Please briefly describe requested maintenance:</b></p>  <p><b>What are the current conditions of your stormwater practices? What are your concerns for your stormwater practices?</b></p>  <p><b>If you have a physical limitation that requires accommodation, please let us know here:</b></p>  <hr/> <p><b>Practice size:</b> _____ unit of measurement          (Square feet for rain garden/bioretention/Conservation landscaping/BayScape/Permeable pavement/ green roof; Gallon size for rain barrels and cisterns; cubic feet for dry wells; and N/A for trees)</p> <p><b>Stormwater drainage area:</b> _____square feet          (Ex: roof area redirected to project through downspout. N/A for trees)</p> <p><b>Total treatment area:</b> _____square feet          (Project area + stormwater runoff area. N/A for rain barrels, cisterns, trees and drywells)</p>
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**Before Photos**

**Submit Before Photos and Application to:** Kristen Parsons at [kparsons@allianceforthebay.org](mailto:kparsons@allianceforthebay.org)

**General Guideline:**

Photos taken should be clear and informative and should provide reviewers with enough detail to verify the status of the stormwater practice without visiting the site in person.

**Tips:**

- Photos should be taken during the day in good light
- For each accessible side of the stormwater practice, there should be at least one photo that has the full stormwater practice in the frame.
- Photos should be clear and in focus.
- Please make sure lens is free of fingerprints or dust that can cause the images to appear foggy or blown out.
- Before and after photos should be taken from the same location, angle.

# MAINTENANCE PLAN

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*(Fill in as much as you are able. Final Maintenance Plan will be completed together with the Contractor during the maintenance visit.)*

## **Purpose:**

All stormwater practices require maintenance (to varying degrees). The purpose of a Maintenance Plan is to plan for anticipated maintenance activities (what they are, when they should be performed, and who will be completing each task). Completing small, regular maintenance tasks keeps your stormwater practice(s) in good working order and helps to avoid large, overwhelming major repairs.

## **Instructions:**

Fill in the Maintenance Plan table with anticipated maintenance activities. The below resources are available to assist you with identifying typical routine maintenance tasks. Your maintenance contractor will review the maintenance plan with you during the maintenance service visit and is available to answer any questions you may have.

**Submit draft Maintenance Plan to:** Kristen Parsons at [kparsons@allianceforthebay.org](mailto:kparsons@allianceforthebay.org)

## **Maintenance Plan Resources:**

- ❖ Watershed Stewards Academy Rainscaping Manual excerpts (full document available [here](#))
  - [Conservation Landscapes](#)
  - [Rain Gardens](#)
  - [Rainwater Harvesting](#)
  - [Permeable Hardscapes](#)
  - [Infiltration Practices](#)
  - [Green Roofs](#)
- ❖ See additional resources here: [Stormwater Maintenance Resource Center](#)

## MAINTENANCE PLAN

Maintenance Task <i>(ie: weeding, watering, pruning, debris clean out)</i>	Dormant Season			Late Winter/Early Spring			Vigorous Growing Season			Plant Maturity Season			Comments/Guidance – <i>Consider adaptive maintenance strategies to evolve over time</i>
	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	
<b>EXAMPLE:</b> Watering						X	X	X	X	X	X	X	Water new plants regularly during establishment period (within 1 yr of installation), especially during prolonged heat or drought. Equivalent of 1" per week. Hand-watering with a slow, steady hose is preferable to sprinklers.

<b>Maintenance Task</b> <i>(ie: weeding, watering, pruning, debris clean out)</i>	<b>Dormant Season</b>			<b>Late Winter/Early Spring</b>			<b>Vigorous Growing Season</b>			<b>Plant Maturity Season</b>			<b>Comments/Guidance –</b> <i>Consider adaptive maintenance strategies to evolve over time</i>
	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	

# COST-SHARE MAINTENANCE

## Participation Agreement

The National Fish & Wildlife Foundation (NFWF) has granted the Alliance for the Chesapeake Bay (Alliance) funding to assist property owners within the Anacostia Watershed with the maintenance of approved stormwater practice.

\_\_\_\_\_ at \_\_\_\_\_  
(Name of Property Owner) (Address of Property Owner)

has voluntarily agreed to:

1. Participate in this program, including hands-on participation in the maintenance tasks alongside the contractor during the scheduled maintenance service;
2. Maintain the installed stormwater practice for its life cycle, including adequate watering of any installed plants, weeding, and regular cleaning of filters (if rain barrel overflow is directed into garden);
3. Allow an Alliance for the Chesapeake Bay or other representative to conduct a site visit in order to quality check the maintenance of the project; and
4. Provide before and after photos of the project site to be used at the discretion of the Alliance (please reference the stormwater practice Inspection Photo Guide procedures).
5. Complete a follow up survey regarding experience with the Cost-Share Maintenance Program.

### Financial Obligation of the Alliance for the Chesapeake Bay:

- Provide a 50-75% cost-share match of maintenance service costs (not to exceed \$1000 per property), pending approval of application, successful completion of maintenance service, and availability of funds.

### Financial Obligation of the Property Owner:

- Cover 25-50% of the project cost and any balance over the maximum cost-share amount
- Pay the property owner portion of the maintenance cost directly to the contractor

### Indemnification

The Property Owner agrees to indemnify and hold harmless the Alliance for the Chesapeake Bay and all of its officers, agents and servants against any and all claims of liability or lawsuits arising from or based on, or as a consequence of or result of, any act, omission or default of Alliance employees or its subcontractors, in the performance of activities through the Cost-Share Maintenance Program.

### PROPERTY OWNER:

ACCEPTED BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



# ACKNOWLEDGEMENTS

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The Alliance would like to thank our project partners for their contributions to the development and implementation of this Anacostia Maintenance Program effort.



Special thanks to our funders:



The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government or the National Fish and Wildlife Foundation and its funding sources. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government or the National Fish and Wildlife Foundation or its funding sources.