**I. GIT Funding Overview**

The Environmental Protection Agency Chesapeake Bay Program Office (CBPO) has made funding available for key projects intended to accelerate accomplishment of the Management Strategies developed under the 2014 Chesapeake Watershed Agreement. The goal of these funds is to identify and remove key barriers that are hindering accomplishment of management strategies and work plans. Chesapeake Bay Program Goal Implementation Teams (GITs) and Workgroups responsible for management strategies are eligible to participate. For information on current and completed projects, please visit <https://cbtrust.org/git/>.

**II. Project Selection Process**

Any member of a GIT or GIT work group may submit a project idea, using Table 1 below, to GIT leadership. Each GIT leadership team is responsible for facilitating a process for prioritizing ideas generated within the GIT and reporting out the top three to four priority ideas using the criteria outlined in Section III below. Any projects that don’t make the top three to four priorities are candidates for alternative funding. These priority ideas will then undergo an external review process coordinated by the Chesapeake Bay Trust (the Trust) using the CBPO review criteria. The intent of this external review process is to provide scores and feedback that will support refining the scopes of work and help determine which projects will be included in the Request for Proposals (RFP) to seek bidders. The GIT Chairs will collaborate to form a consensus set of prioritized projects based on available funding levels and will submit that list to the CBPO Director for approval. Selected projects will be assigned a GIT project lead, who will work with the Trust to ready the selected projects for the contracting phase and play a key role in seeing the project through to completion. This includes serving as a reviewer for all proposals submitted in response to their specific scope of work and approving all status reports submitted by the selected contractor, provided no conflicts of interest exist. All projects will be openly competed by the Trust to satisfy federal procurement guidelines.

**III. Criteria**

The following criteria will be used by GIT chairs and reviewers to rank project ideas. Projects:

* must support Chesapeake Bay Program goals, outcomes, management strategies, and work plans (required);
* must aim to remove a key existing barrier to implementation of work plan task(s) (required);
* must include deliverables that can serve as a catalyst for expanded action (required);
* must be unique projects that have not been previously undertaken (required);
* should meet more than one Chesapeake Bay Program outcome, particularly outcomes that fall under more than one GIT (preferred);
* should aim to complete all the components of an outcome’s decision framework (e.g., developing a monitoring plan or establishing criteria for measuring progress) (preferred).

**IV. Eligible Project Cost and Types**

Typically, project budgets are in the $25,000-$75,000 range. Example project categories include but are not limited to:

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| *Metric Development and Tracking*   * + Support for science needed to develop metrics   + Metric/indicator development   + Performance measure development   + Monitoring/tracking program development   + Data collection program development   + Assessments of data to evaluate progress on metrics   + Modeling support | *Work plan Implementation Projects*   * + Economic modeling   + Database development   + Policy research and recommendations   + Training   + Mapping, lands assessment   + Baseline analyses   + Environmental monitoring   + Environmental demonstration projects |

**VI. Role of a GIT Technical Project Lead**

Each project selected for funding will have assigned a “GIT technical project lead” (GIT lead) by the GIT Chair. The GIT lead may be the individual who submitted a project idea in response to this solicitation or may be a different individual assigned by GIT leadership. The GIT lead will have several responsibilities over the course of the project:

* Providing a detailed scope of work for the project, with guidance from the Trust, to be used to procure a contractor;
* Helping to identify at least three potential bidders to accomplish the work outlined in the scope of work;
* Reviewing proposals as part of a review team; and
* Helping to monitor progress and the acceptability of deliverables of the winning contractor.

An individual named as a GIT lead is not permitted to have a conflict of interest with any organizations that respond to the Trust Request for Proposals. Should a GIT lead be conflicted with any bidders, he or she will be replaced at least for the duration of the bid phase.

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| **Your Name:** |  |
| **Goal Implementation Team:** |  |
| **Project Title:** |  |
| **Project Type** (See Section IV above)**:** |  |
| **Goal/Outcome:** |  |
| **Estimated Cost:** |  |
| **Justification:** Provide a brief description of the work and why it is needed. It is recommended that you draw upon one or more work plans. |  |
| **Methodology:** Provide a 1-2 paragraph description of how the work is likely to be accomplished. |  |
| **Cross-Goal Benefits:** What other goals may be advanced through this work? |  |
| **Are you willing to serve as GIT lead** (see description of the role in Section VI above) If no, suggest other GIT lead (with contact information) |  |

**TABLE 1: Please fill out with Diversity Workgroup project ideas and send to** [**Stanton.Darius@EPA.gov**](mailto:Stanton.Darius@EPA.gov) **or** [**Sarah@lillieleaf.com**](mailto:Sarah@lillieleaf.com) **before**

**the May 21 Face to Face meeting.**