

INSTRUCTIONS FOR SRBC CONOWING WIP APPLICATION THROUGH AMPLIFUND

PROJECT INFORMATION

Your [Application Name](#) should be reasonably specific and descriptive.

Please note the [Award Requested](#) amount should match your [Total Award Budget](#) and your totals provided in the [Payment Information](#) section of this application.

Your [Primary Contact](#) should be the individual who the SRBC can contact with questions or notifications regarding the Application.

PROJECT DESCRIPTION

The [Applicant Name](#) must be the full legal name of the applicant.

The [Cover Page](#) must be signed by an officer, managing partners or other appropriate person with authority to bind the applicant. The individual who prepared the application who can be contacted in case of questions or notifications should, in most cases, match the [Primary Contact](#).

The [Summary Description of the Project](#) should be as specific as possible detailing the scope and activities associated with the proposed project within the word limit provided.

Project Site Details Instructions

[Project Site Details](#) should include information on the Project Site(s) and Best Management Practices (BMPs) to be implemented, and should be documented using the [Project Site Details Spreadsheet](#) template. This spreadsheet can accommodate projects that may include multiple aspects and/or bundle a number of project locations. Please ensure that all fields are completed on the spreadsheet for each listed “[Project site](#)”.

The information needed to populate the [Project Site Details Spreadsheet](#) template must be derived from running a Chesapeake Assessment Scenario Tool CAST (model) scenario for each listed “[Project Site](#)” using the BMPs to be implemented at each site. Each project site will need to be run under one scenario for all the BMPs implemented at the project site, and each project site needs to be run separately.

Please provide BMP names most commonly used to describe the practice in the Chesapeake Assessment Scenario Tool (CAST) Source Data Spreadsheet (<https://cast.chesapeakebay.net/Home/SourceData>). Additional details and description may be found in the [Chesapeake Bay Program BMP Quick Reference Guide](#).

Nitrogen reductions identified in the [Project Site Details Spreadsheet](#) must be the difference between the two “Edge of Tide” nitrogen loads from a **Baseline Scenario**, and the Baseline Scenario with the BMP(s) added (**BMP Scenario**). In other words, the **Baseline Scenario** nitrogen load minus the **BMP Scenario** nitrogen load.

The **Baseline Scenario** must adhere to the following settings in CAST:

- Scenario Name: *Unique Project name that matches application*
- Scenario Description: *Brief description of project*
- Base year: *2025*
- Base Condition: *Current Zonings (is only option)*
- Wastewater Data set: *WIP 3 Climate Change*
- BMPs Available: *Official BMPs*
- Cost Profile: *Watershed or state BMP is in (does not affect loads)*
- Geographic Scale: *Chesapeake Bay Watershed*
- Geographic Area: *Chesapeake Bay Watershed*
- Copy/Upload BMPs: *select single and the most recent progress year which is 2022 currently*
- Share this Scenario With: *<users we want>*
- Notes: *option to provide more information*

Do not change any of the above settings when adding the BMP(s) at a Project Site for running the **BMP Scenario**.

You must upload your [Loads Report from CAST](#) in Microsoft Excel format only.

Nitrogen Reduction Summary Table:

Please complete the Nitrogen Reduction Summary Table. For the [Pounds of nitrogen reduced per year](#), use the quantification results from the information in the Project Site Details Spreadsheet (derived from the [Chesapeake Assessment Scenario Tool \(CAST\)](#)). For projects that have multiple sites, please sum the total [Pounds of nitrogen reduced per year](#) for the entire project and include that value in the table.

PLEASE NOTE: Price/cost information should be generated by the applicant, and should not be generated using the cost tools in CAST.

The maximum [Lifespan of the Project](#) for purposes of payment under this RFP is 20 years.

Project Location

Project locations must all be within the geographic area of the Susquehanna River Basin.

Payment Information

The [Payment Schedule](#) shall not exceed 20 years. The years listed in the payment schedule upload may be adjusted to reflect the 20 years of payments after any time needed for planning, design and/or construction phases of the project.

Application Certifications

All certification statements must be able to be answered in the affirmative or the application will not be able to be submitted or accepted.