

Cacapon Institute

#10 Rockford Road
 Great Cacapon, West Virginia 25422
 304-258-8013
 bmp@cacaponinstitute.org
 www.cacaponinstitute.org



YourBMP Pre-Proposal

“Good Neighbors, Great Lawns, Best Management Practices”



Cacapon Institute does not discriminate on the basis of race, color, national origin, or sex. We strive to be inclusive, regardless of age or disability, and seek a diverse workforce and audience.

YourBMP Timeline	Spring	Fall
Pre-Proposal Due	January 1st	July 1st
Award Notification	January 5th	July 5th
Welcome Packets Due	February 15th	August 15th
BMP Installation	April 1st – May 15th	October 1st – November 15th
Project Leader Reporting Due	June 1st	December 1st
BMP Recipient Reporting Due	June 1st	December 1st
BMP Care & Maintenance	Ongoing	Ongoing

An Introduction to *YourBMP*

***YourBMP* promotes the installation of Best Management Practices (BMPs) on private land through community-based projects in the Potomac Highlands of West Virginia.**

The motto of *YourBMP* is “*Good Neighbors, Great Yards, Best Management Practices*”.

YourBMP sponsors community-driven projects on the neighborhood scale by encouraging collaboration between BMP recipients on private land. Successful projects take a community approach to building a network of BMP recipients who provide support, encouragement, and assistance in installing and maintaining BMPs on private land. By teaming together, homeowners will not only be implementing BMPs on their private property, but also strengthening bonds within their community.

YourBMP encourages environmental stewardship through education and implementation of BMPs such as planting trees, installing rain barrels, disconnecting downspouts, creating walkways with pervious pavers, and installing rain gardens. These BMPs protect rivers and watersheds by reducing the amount of stormwater runoff pollution from residential properties.

YourBMP engages private citizens and provides an avenue for them to get involved in environmental stewardship on their own property through implementing simple, low-cost, and easily installed best management practices.

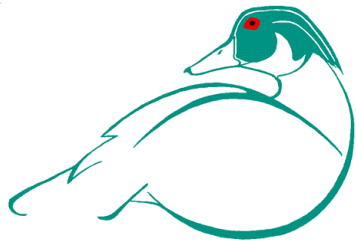
Goals

- Help private homeowners install and maintain best management practices.
- Decrease stormwater runoff pollution
- Educate citizens on BMP installations and maintenance
- Foster an increased awareness of local water quality issues
- Connect citizens with resources to make positive changes in their community
- Promote independent environmental stewardship through education.
- Engage citizens in making priority decisions within their committees.

Requirements

- The project leader will be the liaison between Cacapon Institute and the BMP Recipients within their community.
- BMP Recipients will pay 50% of the costs for BMP’s (detailed on Page 3)
- Project timeline must be followed (Cover page)
- BMPs must be installed in Jefferson, Berkeley, Morgan, Mineral, Hampshire, Hardy, or Pendleton Counties in West Virginia.
- The project leader will help distribute installation/education materials
- BMPs will be picked up from one of the holding locations (detailed on Page 4)

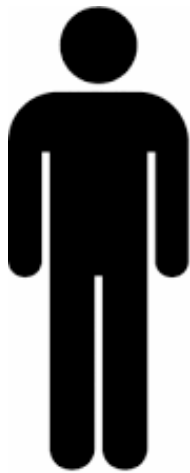
YourBMP – How it Works



Cacapon Institute

Cacapon Institute

- Reviews applications and awards up to 15 projects
- Purchases trees and materials
- Provides BMP installation/education materials to participants and Project Leader
- Follows-up with Project Leader and Recipients



Project Leader

Project Leader

- Submit Pre-Proposal by deadline (Page 1)
- Engage at least 6 homeowners to receive BMPs
- Gather sign-up sheets, orders, and payments from BMP Recipients
- Mail sign-up sheets, orders, and one check for the whole community to Cacapon Institute
- Throughout the project, serves as agent and go-between for the community and Cacapon Institute and BMP recipients
- Pick up BMP supplies from holding location
- Help distribute education materials and, when possible, hold training on BMP establishment



**BMP
Recipients**

BMP Recipients

- Complete sign-up sheet and place orders with Project Leader by due date (Page 1)
- **Review provided materials on proper BMP installation, pick up BMP installation materials for their home and, when possible, participate in a training**
- Install and maintain BMPs using the methods described in BMP installation demonstration
- **Complete Cacapon Institute's online "What's Your BMP?" tool by due date (page 1)**

Current BMPs

In your proposal, you will need to select one of the following project types for *YourBMP*.

Tree Planting

For tree plantings, we can provide both shade trees (large species) and ornamental trees (small species). In this application, you'll need to decide for your community if you want BMP recipients to be able to receive a smaller quantity of substantial large-stock trees ("Turf-to-Tree"), a larger quantity of small-stock trees ("Field-to-Forest"), or for repeat *YourBMP* Project Leaders (Repeat Performer).

Turf-to-Tree:

A "Turf-to-Tree" project provides each participant with 1-2 large stock-size trees (5-7 gallon containers that are 1" caliper and 6-8 feet tall at time of planting). This type of project is recommended for planting landscape trees in a typical residential yard to provide shade and improve aesthetics. Stakes, tubes, and arbor-tie are provided within the cost share program. General guidelines:

- 6-12 recipients
- 1-2 trees per recipient, for a total of 6-24 trees.
- \$25/tree

Field-to-Forest:

A "Field-to-Forest" project provides each participant up to 10 small stock-size trees (2-gallon containers that are 3-4 feet tall at time of planting). This type of project is recommended when many trees are desired for each participant with the goal of restoring understory or converting large open space into forested land. Larger parcels of land are ideal for this type of project. Stakes, tubes, and arbor-tie are provided within the cost share program. General guidelines:

- 6-12 recipients
- 2-10 trees per recipient, for a total of 12-120 trees.
- \$10/tree

Repeat Performer:

Turf-to-Tree

Field-to-Forest

Select this option if you have lead a *YourBMP* program previously, and are looking to lead a larger group, or provide a larger quantity of trees for your group. Please indicate in your Proposal (Pages 5-6) how you would like to grow your program, and how you will organize a larger program. If awarded, we will discuss a group size and tree quantity that fits your communities needs and capacity. General guidelines:

- 6-18 recipients
- 2-20 trees per recipient, for a total of 12-120 trees.
- \$10-25/tree

Pickup Locations

Inwood: [WV Division of Forestry, 145 Pilgrim Street, Inwood, WV 25428](#)

Moorefield: [WVCA Field Office, 60 C Industrial Park Road, Moorefield, WV 26508](#)

Wardensville: [Wardensville Garden Market, 28813 WV-55, Wardensville, WV 26851](#)

Great Cacapon: [Cacapon Institute, 10 Rock Ford Road, Great Cacapon, WV 25422](#)

Pickup Locations may vary due to volume of orders, locations of projects, or availability of pickup site. CI will do our best to deliver trees within a one-hour drive.

Cover Sheet

Community Name: _____

Type of Community (HOA, tree board, church group, watershed organization, etc.): _____

Project Location: _____

City: _____ **County:** _____

Planting Season: _____

BMP Type: _____

Project Type: _____ **Turf-to-Tree** _____ **Field-to-Forest**

Pickup Location: _____ **Great Cacapon, WV** _____ **Inwood, WV**

_____ **Wardensville, WV** _____ **Moorefield, WV**

Name of Project Leader: _____

Project Leader Mailing Address: _____

Work Phone # _____ **Cell Phone #** _____

Email: _____

BMP Install Date _____ **BMP Pick-up Date** _____

3. **Past Experiences** – Tell us a story about how you have directly coordinated with your community in the past on achieving goals for a specific project.

4. **Outreach Strategy** - If awarded, how do you plan on engaging 6-12 BMP recipients by the Welcome Packet deadline? Be specific and provide details.