

3. What's Included in Your Design Plan

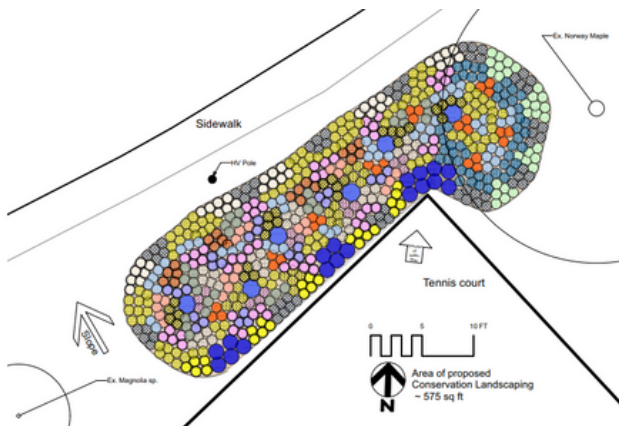
The pieces of the project are coming together!

With all the key partners now engaged, it's time to start creating tangible plans for the project. If the project involves permeable pavers or other hardscaping or extensive regrading, Lauren will help you find a reputable contractor to work on that type of project. If your project involves conservation landscaping, a rain garden, and/or a rain barrel, Lauren will create a draft plan showing what it might look like.

The draft plan will show the size and shape of the garden, and it will list the plant species suggested for your garden.

Based on your comments on the draft plan, Lauren will then create a final design. The final design will include everything you need to bring your project to life! You'll receive:

- A scale drawing of the planting area
 - The drawing will indicate the square footage of the garden as well as the drainage area
 - The drawing will show how plant species are distributed in the garden
- A list of plant species, including common name, Latin name, abbreviation, number of individual plants, pot sizes, and recommended spacing
- An analysis of the existing soil type, if necessary
- Calculations for the amount of compost and mulch needed to initially plant the garden
- Calculations of the nutrients and sediment that your garden will keep out of waterways
- An example maintenance plan, which you can use to create a plan specific to your garden
- Examples of informational signs, which you can use as a starting point for designing your own



4. Bringing It All Together

You're almost there! At this stage of the process, Lauren will help you work with your HOA Board to secure final approval for the project. This may include presentations and community conversations, which can happen in-person or virtually, depending on the space and technology available.

With a final design plan and the support of your community, you're ready to plan for the installation of your garden. Lauren will help you contact landscaping partners who can turn your design into on-the-ground reality.

**To get started,
contact Lauren by emailing
laurenhubbard100@gmail.com.**

**Congratulations on your successful
sustainable landscaping project.
We can't wait to celebrate
the grand opening with you!**



Resources for HOA Green Teams

How To Plan a Sustainable Landscaping Project

Congratulations on assembling your Green Team - and on deciding to bring sustainable landscaping to your community!

This guide will help you navigate the project - and so will your planning partners. Let's meet them first.



Lauren Hubbard works with property owners and organizations to provide sustainable landscaping services including design, coaching, and installation. Lauren will be helping you via her ecological landscaping business, Native By Design.

The Muddy Branch Alliance is your local watershed protection organization. We're here to connect you with the resources you need to beautify and protect the watershed we share!



The Chesapeake Bay Trust (CBT) awards grant funding for hands-on projects that help to make the Chesapeake Bay cleaner, greener, and healthier. The Trust funded the original project that led to the creation of this brochure, and it's very likely that they will fund your landscaping project.

Planning Timeline

CBT grant applications are due in the fall.

This timeline will help you plan your project so you're ready to apply for funding when the grant window opens. If you will be self-funding your project, the sequence of steps and their relative timing is mostly the same, but the time of year when you complete each step is less important.

Year 1

Spring

- Introduction session
- Site consultation
- Engage allies
- Begin design discussions
- Familiarize team with the grant process

Early Summer

- Finalize design
- Engage with installation contractors
- Determine outreach strategies (if any)
- Begin drafting grant application

Mid-summer

- Get installation estimates
- Refine grant application

Fall

- Grant application due

Winter

- Grant awardees announced

Year 2

Winter

- Plan for installation with installation contractor

Spring

- Install project

Ongoing

- Maintain project - Maintenance is higher during the initial establishment of the garden. Usually the time required for maintenance drops off significantly within the first couple of months.



Grant Application Checklist

Funding options include self-funding by the HOA and grants. The primary grant agency for this type of work is the Chesapeake Bay Trust.



Design plan



Estimates for installation contractors



CBT recommends three estimates



Information about community



Letter of support from HOA Board



CBT grant may cover entire cost of installation and/or outreach

But match funding encouraged!

Examples: cash, maintenance by HOA, use of facilities for outreach events, etc.



Match funding

This is a time-consuming process. Be sure to organize your team, start early, and plan your timeline accordingly! Our website provides more information about how to prepare your grant application.

muddybranch.org/participate/lands-green-water-clean/hoa/



Can also apply for funds to support community outreach!

What will we offer? What will that cost?

Reach out to CBT with ideas, get feedback, ask Lauren for advice.

Signage, hands-on planting events, workshops, film screenings, etc.

Will we need contractors for outreach? Who? What? Costs?



1. Key Questions



In the **introduction session**, Lauren will meet with you via Zoom to provide key background information that will support the success of your project. The introduction session will cover how sustainable landscaping works, what types of landscaping options you can consider, and how to choose a location for your sustainable landscaping.

In the **initial site consultation**, Lauren will meet with you in person to answer three critical questions.

First, where will your new garden be located?

A good location...

- Offers opportunities to address existing problems with runoff and erosion
- Is accessible for maintenance
- Is visible for enjoyment and impact

Second, how will the garden be maintained? Consider...

- Who will do the work?
- Will the workers be paid or volunteers?
- How will you organize volunteers or fund wages?
- Is there access to water for installation and the first couple of years during establishment?

Third, how will the project installation be funded?

- If you are planning to apply for a grant, review the grant application and requirements and determine who in your organization is able to write the grant application.



2. Build Your Team



Once you've decided on the garden location and made preliminary plans for maintenance, it's time to build your team.

Your grant application will need to include a letter of support from your HOA Board. Get buy-in by presenting the location for the project and explaining why that location was chosen.

Once you have approval from your Board, you're ready to start the grant application process. Lauren will help you contact the Chesapeake Bay Trust to schedule a site review. The site review meeting may be either in-person or virtual, depending on the availability of the grant officers.

You may be relying upon members of your HOA as volunteers to help with grant writing, outreach, project maintenance, and general support for the project. Reach out to the community to involve them in the planning process and get more helpers on board.