

***SFY 2010 Section 319(h)  
Grants for Nonpoint Source Pollution  
Control***

***REQUEST FOR PROPOSALS***



(Photo by Dave McPartland, Woodbine Developmental School Buffer Restoration Site)

***New Jersey Department of Environmental  
Protection  
Division of Watershed Management  
Bureau of Environmental Analysis and  
Restoration***

**SFY2010 319(H) RFP**  
**TABLE OF CONTENTS**

**1. REQUEST FOR PROPOSALS (RFP) IN BRIEF**

- 1.1 Deadlines
- 1.2 Copies and Format of Proposal Submission
- 1.3 Full Proposal Delivery Location
- 1.4 General Application Procedures

**2. PURPOSE OF THIS REQUEST FOR PROPOSALS**

- 2.1 Watershed-Based Plan Implementation Projects
  - 2.1.1 Target Watershed-Based Plan Implementation Projects
  - 2.1.2 Requirements for Watershed-Based Plan Implementation Projects
    - 2.1.2.1 Riparian Buffers
    - 2.1.2.2 Manufactured Treatment Devices
- 2.2 Environmental Justice Communities of Concern Projects
- 2.3 Lake Characterization and Restoration Plans

**3. ELIGIBILITY REQUIREMENTS**

- 3.1 Eligible Entities
- 3.2 Eligible Entity Capabilities
- 3.3 Ineligible Activities

**4. GRANT PROCESSING SCHEDULE**

- 4.1 Schedule
- 4.2 Regional and Technical Review
- 4.3 Final Project Review and Final Funding Decisions
- 4.4 Submit Contract Paperwork

**5. COMMON ELEMENTS FOR ALL PROPOSALS**

- 5.1 Cover Pages
- 5.2 Abstract
- 5.3 Applicant Description
- 5.4 Project Implementation Schedule
- 5.5 Budget
- 5.6 Monitoring and Evaluation Information
- 5.7 Geographic Information System Data

**6. PROJECT TYPE SPECIFIC PROPOSAL COMPONENTS**

- 6.1 Watershed-Based Plan Implementation Projects
  - 6.1.1 Scope of Work
    - 6.1.1.1 Background Information
    - 6.1.1.2 Root Cause Analysis
    - 6.1.1.3 Goals, Objectives, and Tasks Statements
  - 6.1.2 Supporting Documentation
  - 6.1.3 Native Species
  - 6.1.4 Coordination of Project Permitting
  - 6.1.5 Letter(s) of Resource Commitment
  - 6.1.6 Maintenance and Monitoring Agreement

**7. PROPOSAL EVALUATION CRITERIA**

- 7.1 Regional priorities
- 7.2 Assessed waters priorities

**8. REPORTING REQUIREMENTS FOR PROJECTS SELECTED FOR FUNDING**

- 8.1 Quarterly Performance Reports
- 8.2 Final Reports and Success Stories

**9. OTHER REQUIREMENTS FOR ALL PROJECTS SELECTED FOR FUNDING**

- 9.1 Quality Assurance Project Plan (QAPP)
- 9.2 Grants Reporting and Tracking System (GRTS) Reference Data
- 9.3 Data Submission
- 9.4 Ownership/Proprietary Rights
- 9.5 USEPA Spreadsheet Tool for Estimating Pollutant Loads (STEPL) for all implementation projects.

**APPENDICES**

**Appendix A- Cover Sheets for Project Proposals**

**Appendix B- Project Evaluation Criteria**

**Appendix C- Quality Assurance Project Plan (QAPP)**

**Appendix D- Quarterly Reporting Requirements**

**Appendix E- Final Reporting Requirements**

**Appendix F- Lake Characterization and Restoration Plan Grants**

**1. REQUEST FOR PROPOSALS (RFP) IN BRIEF**

*PROSPECTIVE APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THIS ENTIRE REQUEST FOR PROPOSALS/GUIDANCE DOCUMENT PRIOR TO SUBMISSION OF A GRANT APPLICATION.*

**1.1 DEADLINES**

**PROPOSAL MUST BE SUBMITTED BY:**

**September 1, 2009, 5:00 P.M.**

**1.2 COPIES AND FORMAT OF PROPOSAL SUBMISSION**

Applicants must deliver **three (3) full color unbound hard copies of the project proposal, as well as an electronic copy that includes all elements** of the proposal, by the application deadline. The electronic copy shall be in MSword or compatible format. All pages of hard copies must be formatted and printed on 8.5" X 11" size paper. Other larger format documents, such as maps tables and photos, may be submitted as supplemental information.

**1.3 PROPOSAL DELIVERY LOCATION**

New Jersey Department of Environmental Protection  
Division of Watershed Management  
Bureau of Environmental Analysis and Restoration  
401 East State Street  
P.O. Box 418  
Trenton, New Jersey, 08625-0418  
Attention: **Time Sensitive** SFY 2010 319(h) Grant Proposal

Electronic submission shall be submitted to Dave McPartland at [david.mcpartland@dep.state.nj.us](mailto:david.mcpartland@dep.state.nj.us) or included on a CD and submitted with the hard copies of the proposal.

**1.4 GENERAL APPLICATION PROCEDURES**

Applicants must submit a proposal application to the address noted above by **September 1, 2009, 5:00 P.M., postmarked, or stamped received if hand delivered.** Late or incomplete proposals may not be considered for funding.

Current 319(h) grantees should not respond to this RfP to propose modifications to existing projects or contracts.

## **2. PURPOSE OF THIS REQUEST FOR PROPOSALS**

The New Jersey Department of Environmental Protection (Department) anticipates receiving federal funds under Section 319(h) of the Clean Water Act, which will be used to award pass through grants to eligible recipients to carry out watershed restoration activities, as described below.

The Department is requesting proposals from organizations and governmental entities for the purpose of (1) implementing projects or activities identified as components of Department approved watershed-based plans, (2) Environmental Justice Communities of Concern Implementation projects, and (3) development of Lake Characterization and Restoration Plans.

Of the total funds anticipated to be available, the Department has allocated approximately \$500,000 to be used for the implementation of Environmental Justice, Communities of Concern projects that achieve one of the purposes described in 2.2 (below). An additional \$560,000 is earmarked for the purposes of Lake Characterization and Restoration activities in specific lakes, as described in Section 2.3 and Appendix F.

### **2.1 WATERSHED-BASED PLAN or TMDL IMPLEMENTATION PROJECTS**

Non-point Source (NPS) abatement projects or activities that have been specifically identified as integral components of a Department approved watershed-based plan are eligible for funding through 319(h) in SFY 2010. Watershed-based plans that have been approved by the Department to date are identified on the Department's website at [http://www.nj.gov/dep/watershedmgmt/319watershedbased\\_plan\\_implementation\\_projects.htm](http://www.nj.gov/dep/watershedmgmt/319watershedbased_plan_implementation_projects.htm). Additional watershed-based plans may be submitted for consideration by the Department as a basis for an implementation project application in the SFY10 funding cycle. In order to be considered, a draft plan must be submitted to the Department for review by **August 3, 2009** and must conform to the following.

- a). be regional in nature; preferably at the USGS HUC 14 scale or greater; and
- b). meet the 9 minimum elements of a watershed plan as defined in the FY 2004 Guidelines for the Award of Section 319 Nonpoint Source Grants to States and Territories (Go to: [www.epa.gov/owow/nps/cwact.html](http://www.epa.gov/owow/nps/cwact.html))

### **2.1.1 Target Watershed-Based Plan Implementation Projects**

Funding priority will be given to projects that are identified and detailed in Department approved watershed-based plans and that conform to the following criteria:

- a). Address impairment(s) found on Sublists 4 or 5 of the *New Jersey 2002 Integrated Water Quality Monitoring and Assessment Report (2002 Integrated Report)* that are currently still listed as impaired (Sublist 4 or Sublist 5) on the *New Jersey 2008 Integrated Water Quality and Assessment Report (2008 Integrated Report)*. The Integrated List of Waters can be found on the Department's website at:

<http://www.nj.gov/dep/wms/bwqsa/generalinfo.htm>

- b). Implement in whole or in part an approved Watershed-Based Plan or TMDL. Higher priority will be given to those proposals that, upon implementation, are expected to result in achieving the Surface Water Quality Standards for all impairments (excluding PCBs and metals) that were listed on the 2002 Integrated Report for the subject waterbody.

### **2.1.2 Requirements for Watershed-Based Plan Implementation Projects**

A general requirement of an implementation project funded through the 319(h) program is that it must take place on land that is either publicly held or has an established easement to protect the public investment of funds (see Section 3.3 for clarification).

Implementation projects shall not be located on private property, unless permanent viability is assured through a recorded deed restriction. A draft of the appropriate deed restriction paperwork must be submitted with the full proposal. Should a grant be approved for such a demonstration project, appropriate deed restriction shall be established and recorded in the appropriate county(ies) files immediately upon execution.

For implementation proposals, the applicant is expected to carry out sufficient preliminary investigation to provide reasonable assurance that the proposed implementation project is viable both as an effective means to achieve the stated objective and can receive necessary State and local permits that may be required based on the type and location of the proposed activity. For example if a catch basin retrofit is proposed for a particular road, the project should be reviewed with municipal/county or other appropriate professional(s) regarding conflicts with other infrastructure (i.e. sewer pipes, water, etc.) related to the size and location of the proposed device.

The following provides guidance regarding review considerations relative to two NPS implementation project types that are often submitted. This should not be viewed as a preference for these project types:

#### **2.1.2.1 Riparian Buffers**

Riparian buffer restoration projects should be designed (in terms of width and vegetation selection) to attain the maximum possible removal rates of the identified pollutant(s) while considering site conditions. Higher priority will be given to riparian buffer projects that would establish vegetated buffers at widths consistent with the buffer width afforded to the particular waterbody in accordance with Statewide Water Quality Management Planning rules, N.J.A.C. 7:15, and the Flood Hazard Control Act rules, N.J.A.C. 7:13. As with all projects that involve the installation of vegetation, all riparian buffer implementation projects are required to use only native species that are suitable for the specific site conditions. If a riparian buffer project is proposed at a site where a resident goose population is the source of the pollutant of concern, goose deterrent plantings must be incorporated in the proposal. In addition, the development of a goose management plan is recommended.

#### **2.1.2.2. Manufactured Treatment Devices**

Where project proposals involve installation of manufactured treatment devices, these devices must be certified by the New Jersey Corporation for Advanced Technology (NJCAT) and verified by the Department as to removal efficiencies. Information regarding NJCAT certification can be found at <http://www.njcat.org/>.

Successful applicants will be required to obtain written authorization from Department prior to proceeding with purchase of the MTD. This written approval must be obtained in order to ensure that costs associated with purchase and construction of the MTD, are eligible for reimbursement under the grant contract. Failure to obtain this approval will render costs associated with the MTD ineligible for reimbursement under the grant contract.

### **2.2 Environmental Justice Communities of Concern Projects, (EJCC)**

The NJDEP has allocated approximately \$500,000 of SFY 2010 319(h) funds to implement projects in urbanized areas that are designed to remedy specific known water quality problems, whether or not there is an approved watershed-based plan. For the purposes of this RFP, a project eligible under this category shall be defined as one proposing implementation of a nonpoint source control measure that will reduce a known source of a pollutant that is the cause of a listed impairment so as to contribute to attainment of surface water quality standards in an urbanized watershed (as designated by 2002 NJDEP Land Use Land Cover). Projects that also meet the eligibility requirements of section 2.1 above may be considered under both categories.

The Department may also consider funding Watershed-based planning in EJCC areas, provided those plans will meet the nine minimum elements required of Watershed plans. Implementation projects will generally be prioritized over planning projects.

### **2.3 Lake Characterization and Restoration Plans**

The Department is allocating approximately \$560,000 for the development and implementation of Lake Characterization and Restoration Plans. Lake Characterization and Restoration Plans are being solicited for specific eutrophic lakes (see Appendix F for list) for which a total maximum daily load (TMDL) for phosphorus has been prepared by the Department and subsequently approved by EPA Region 2. The purpose of these grants is to fill data gaps identified in the relevant TMDL and to develop specific implementation strategies necessary to achieve the phosphorus load reductions required by the approved TMDL. Please see Appendix F for proposal guidance. It should be noted that the guidance in Appendix F details specific Quality Assurance Project Plan (QAPP) requirements unique to Lake Characterization and Restoration Plan projects.

## **3. ELIGIBILITY REQUIREMENTS**

### **3.1 ELIGIBLE ENTITIES**

Entities that are eligible to receive 319(h) funds include:

- Municipal planning departments or boards, health departments;
- County planning departments or boards, health departments;
- Designated water quality management planning agencies;
- State and regional entities entirely within New Jersey;
- State government agencies, universities and colleges;
- Interstate agencies of which New Jersey is a member;
- Watershed and water resource associations and other local, nonprofit organizations recognized by the Internal Revenue Service under Section 501(c) (3) of the Internal Revenue Code.

### **3.2 ELIGIBLE ENTITY CAPABILITIES**

In order for the entities noted in Section 3.1 above to qualify for 319(h) grant funds, they must possess all of the following, as demonstrated through a detailed description in their proposal:

- Staff and resources with the capability, expertise, and environmental experience to perform the proposed work;
- The ability and authority to implement the proposed project;
- The ability to establish and maintain partnerships to ensure project implementation as well as long-term operation and maintenance/management;

- An established working relationship with the municipality(ies) in which the project will be located and with the partners responsible for developing the watershed-based plan for the watershed in which the project is located (except for Environmental Justice Communities of Concern or Lake Characterization and Restoration Plan projects where no watershed-based plan has been approved)

### **3.3 INELIGIBLE ACTIVITIES**

Section 319(h) NPS funds may not be used for any of the following purposes:

- Purchase of land or major capital improvements;
- Purchase of promotional items;
- Implementation of any permit or permit application requirements of federal, state, or local agencies, including the implementation of activities required by the NJPDES regulations, including municipal stormwater permit requirements;
- Department permit fees;
- Maintenance activities such as street sweeping, catch-basin cleaning.
- Projects which address symptoms rather than causes or sources;
- Point-source related projects;
- Dredging of lakes or ponds, except through Departmental recommendation where dredging is being proposed as a terminal solution in a watershed protection plan.
- Ineligible activities based on current USEPA guidelines for Section 319(h) grants.

## **4. GRANT PROCESSING SCHEDULE**

### **4.1 SCHEDULE**

To be considered for funding, a proposal must be postmarked, or stamped received if hand delivered, by **September 1, 2009, 5:00 P.M.**, include **three (3) full color hard copies and an electronic copy of all elements of the proposal**, and must adhere to the format and components described in Section 5 below. The proposal should have a completed Cover Sheet as discussed in 5.1 below and Appendix A. All Letters of Resource Commitment, as discussed in Section 6 below, are required to be submitted with the proposals by the submittal deadline of **September 1, 2009, 5:00 P.M.**

The following provides the required schedule for the SFY 2010 funding cycle:

**Table 1: Grant Processing Schedule**

Action	Responsibility	Deadline
Full Proposal Submission	Applicant	9/1/09
Funding Recommendations	Department	On or about 12/1/2009
Completion of Contract Execution forms	Applicant	2/1/2010

**4.2 Regional and Technical Review**

All proposals that are submitted by the deadline will be reviewed by the Department for eligibility and technical soundness and prioritized based on degree of support of objectives articulated for each category.

**4.2.1 Proposal Requests and Notification of Dismissal from Consideration**

Based on the initial screening of applications, a short list of applications will be developed, considering the pool of projects relative to the amount of funds available. Applicants whose projects are considered to be eligible, found to be substantively technically sound and best align with funding priorities will be selected for the short list and may be asked to modify their proposals to improve technical soundness and support of funding objectives.

**4.2.2 Revised Full Project Proposal Submission**

Applicants who receive a preliminary Department review letter per 4.2.1 shall submit a revised proposal (one hard copy and in electronic form) that addresses all issues identified in the review letter, and include a revised scope of work suitable for potential contract execution, as well as formal commitments from all applicable parties. The due date for submittal of revised proposals will be specified in the review letter.

It is expected that the total cost of high value projects will exceed the funds available. Proposals that address all Department comments but are not selected for SFY10 funding may be automatically considered for funding from other funding sources or subsequent 319(h) funding cycles.

### **4.3 Final Project Review and Final Funding Decisions**

After a final regional and technical review, the Department will make final funding decisions on or about **December 1, 2009**. All applicants will be notified in writing whether or not their proposal has been recommended for funding. Proposals will be reviewed as per the Project Evaluation Criteria (Appendix B).

### **4.4 Submit Contract Paperwork**

Once applicants have been notified of the Department's intent to fund a specific project, they will be required to submit a final revised proposal and all contract development forms by **February 27, 2010**. Failure to adhere to this deadline may result in an immediate reallocation of funds to other suitable projects.

## **5. COMMON ELEMENTS FOR PROPOSALS**

The following sections describe elements that must be addressed for proposals under the implementation and Environmental Justice, Communities of Concern categories. Lake Characterization and Restoration Plan proposals should adhere to the format provided in Appendix F-2.

### **5.1 COVER PAGES**

The cover pages for the proposal shall be submitted as the first page of any project proposal (Appendix A).

### **5.2 ABSTRACT**

The proposal must include a brief abstract of the project that includes a summary of the key information contained in the scope of work, in sufficient detail so that category applied for, the major elements of the project, the objectives to be achieved and the spatial extent of the work are clear.

### **5.3 APPLICANT DESCRIPTION**

A description of the applicant and the applicant's ability to complete the project must be described. Indicate whether this entity or any partners have received previous CWA section 319(h) grant funding. If so, include all grant contract date(s), project title(s), expiration date(s) and grant identification number(s) in an appendix referenced in this section.

### **5.4 PROJECT IMPLEMENTATION SCHEDULE**

A complete proposal must include a project schedule (following the table format provided below) that lists outputs or deliverables associated with each task identified to achieve the stated objectives of the project as well as meet all mandatory requirements. This schedule also identifies the party responsible for and time duration associated with completing the tasks for the total duration of the project from commencement to completion (usually between two and five years).

The schedule should include sufficient time for: administrative start-up, monitoring needs (including final QAPP development and approval, consideration of seasonal or flow conditions, data analysis at the lab and for quality assurance), all required paperwork and legal review, project completion and evaluation of the outcome, and preparation and submission of the final report. A goal/task table must be included with the project schedule that contains the following information for each goal of the project:

- Specific tasks to be implemented;
- Start dates and completion dates for each task;
- Quantified specific outputs, such as reports, NPS abatement measure installation, monitoring results; and
- The anticipated timeframe for achieving each project goal.

**Table 2: Project Implementation Schedule**

<b>Project Objective: Completion Month #</b>					
<b>TASK</b>	<b>Responsible Party</b>	<b>Timeframe</b>	<b>*Anticipated Start Month</b>	<b>Project Deliverable</b>	<b>*Anticipated Completion Month</b>
Task 1	e.g., Lead Agency	Months	M1, M2, etc.	e.g., A,B, and C design documents	M4, M5, etc.
Task 2	e.g., Partner's Name	Months	M1, M2, etc.	e.g., D, E, and F BMP installation	M4, M5, etc.

\*Start and Completion Months should be described in terms of months from initial month that work begins, with M1 designating that month.

**5.5 BUDGET**

Both a detailed budget describing how **costs per work task** will be broken down and a more generalized budget adhering to the following categories must be provided within the project proposal.

**General Budget Categories**

- Salaries (college tuition for graduate students is not eligible for funding);
- Benefits;
- Travel @ 0.31 cents per mile;
- Administration (rent, phone, etc.) (may not exceed 10% of the amount requested);
- Contractual Services;
- Construction (related to implementation of BMPs);

- Equipment (list must be provided). Equipment is to be returned to the Department prior to or with the submission of the Final Report, as described in Appendix E.

319(h) funds are provided in reimbursement for services rendered. Exceptions to this policy will be made only in extenuating circumstances and with prior Department approval.

All grantees must fulfill the USEPA Grant Reporting and Tracking System (GRTS) requirements and to conform to the USEPA Spreadsheet Tool for Estimating Pollutant Load (STEPL) requirements to determine load reductions (Appendix E). The STEPL model and documentation may be found at <http://it.tetrattech-ffx.com/stepl/> .

## **5.6 MONITORING AND EVALUATION INFORMATION**

All proposals must include a description of how attainment of project objectives will be measured. Generally, ambient monitoring programs will be used to fulfill this requirement with respect to addressing the listing of a waterbody as impaired. However, under certain circumstances, monitoring under a Department approved Quality Assurance Project Plan (QAPP) of the parameter of concern may be appropriate and required as verification of load reduction estimates attributed to a specific abatement measure.

All chemical water quality monitoring must follow Department protocol. A Quality Assurance Project Plan (QAPP) must be prepared by the applicant and approved by the Department as discussed in 9.1 below. A 319(h) QAPP guidance document is provided in Appendix C to assist in the creation of this document. As directed by the Department, a draft QAPP must be submitted as a separate document and included with revised proposals. Draft QAPP plans should not be included with initial 319(h) project proposals. Successful applicants are not to conduct water quality monitoring until the QAPP has been approved by the Department.

## **5.7 GEOGRAPHIC INFORMATION SYSTEM DATA**

All projects involving activities using a GIS data or mapping component must follow the Department's *Mapping and Digital Data Standards (2006)*.

## **6. PROJECT TYPE SPECIFIC PROPOSAL COMPONENTS**

### **6.1 WATERSHED-BASED PLAN IMPLEMENTATION PROJECTS**

All implementation project proposals must reference the Department approved watershed-based plan or TMDL in which the proposed abatement measures are specifically or generically identified. This reference must include the title and approval date of the Watershed Plan.

### **6.1.1 Scope of Work: Maximum of Ten (10) Pages Not Including Cover Sheet, Abstract, or Attachments**

The proposal must include a scope of work that includes a detailed description of the project and the environmental benefit that will be achieved by the project. Specifically, identify how the proposed measure(s) will achieve the expected reduction in pollutant loading estimated in the proposal. The STEPL model will be required to be utilized for estimating load reductions, but may be supplemented by other means of estimation.

Any documents such as reports, reference photos, maps, and data should be added as supplemental information and should not be included in the 10-page limit on the scope of work.

**All pages of submitted proposal (hard copy) must be printed and formatted for 8.5" X 11" paper. Supplemental information may be submitted in a larger format if necessary.**

#### **6.1.1.1 Background Information**

Describe why the project is needed, the scope of the problem, and/or current condition of the targeted water body, (as defined by the Department in the 2002 and 2008 *Integrated Reports*) or the TMDL to be implemented, including title, date and status (proposed, approved, established, etc.) of the TMDL. Define the desired result that this project will seek to achieve.

#### **6.1.1.2 Root Cause Analysis**

Identify the causes or obstacle(s) that contribute to, or are causing the gap between, the current condition(s) and the desired result. Explain how implementing this project will address the root cause of the problem and work towards achieving the project's goal by implementing measures that work towards closing the gap that exists between current conditions and desired conditions. The need for the project as discussed in the plan should be presented and referenced here.

#### **6.1.1.3 Goals, Objectives, and Tasks Statements**

**Goals** should be clearly presented for each type of implementation project, followed by the related project objectives. Tasks must be laid out in order to present a clear path to achieving the objectives.

The goal statement(s) must:

- Identify the desired outcome(s) related to the identified problem or need; and
- Be stated in terms of results to be accomplished.

**Objectives** describe the outcomes in a measurable way; they are not about the tools you are using to implement your project. Objectives specify:

- The results to be achieved or criteria by which results will be measured (i.e., 25% reduction in phosphorous loading to the Muddy River); and
- Time frame for achieving the objective.

**Tasks** are concise statements of activities that need to take place to achieve the stated objectives. They serve as the steps you will take to meet the project goal and objectives. Tasks should:

- Provide concrete steps that will be taken to achieve the project goals and objectives;
- Have a designated responsible party for each task (including partners); and
- Identify roles in achieving the objective.

### **6.1.2 Supporting Documentation**

The following supporting documentation is required to be submitted in attachments to the scope of work:

- Dated USGS topographic map with project area delineated;
- Dated Lot and Block tax map with project area delineated;
- Sketch/site plan or dated large-scale map showing project area in detail, as well as any regulated features such as flood hazard areas, riparian buffers, wetlands, etc., that would be impacted by any proposed construction;
- List of required local and state permits;
- Photos of site; and
- Discussion of chemical monitoring plan and/or biological monitoring plan that proposed to verify load reductions in the plan, if applicable.

### **6.1.3 Native Species**

All implementation projects that involve the selection and planting of vegetation are required to use only species of plants native to that particular region of New Jersey. Successful applicants are advised that the Department must approve the final species list indicating quantities and a planting plan with location and procedures prior to purchase and installation of any plant material.

### **6.1.4 Coordination of Project Permitting**

All implementation projects funded through this RfP must coordinate all permit pre-application meetings, applications, and application meetings with the DWM Project Manager. The Division of Watershed Management should be listed as a co-applicant for any Department permit sought. This must be clearly stated in the grant proposal.

**6.1.5 Letter(s) of Resource Commitment**

Any party committing resources to the project must submit a letter of resource commitment and is then considered a project partner. The letter, submitted with the project proposal, must describe the partner’s commitment to the project (time, money, effort) or it will not be considered as a letter of resource commitment. Letters of resource commitment must be included with the original proposal to ensure consideration of the proposal.

Letters of Resource Commitment from county and local governmental agencies must be signed by person(s) with the financial authority to commit time, money and effort to the project.

A letter of resource commitment must be provided from the landowner of the site of an implementation project if the landowner is a party other than the applicant and a formal resolution will be required before any contract is executed with the State.

**6.1.6 Maintenance and Monitoring Agreement**

In order to ensure the success of any NPS implementation project funded by a 319(h) grant, a Maintenance and Monitoring Agreement must be submitted prior to in-the-ground installation of any BMPs. The agreement must identify the entity or entities responsible for maintenance and monitoring, describe timetables by which these functions will be carried out, and detail tasks performed to ensure the continuing functionality of the implementation project. This must be clearly stated in the grant proposal.

**7. PROPOSAL EVALUATION CRITERIA**

All proposals will be evaluated utilizing the criteria described in Appendix B.

**8. REPORTING REQUIREMENTS FOR PROJECTS SELECTED FOR FUNDING**

**8.1 QUARTERLY PERFORMANCE REPORTS**

Performance reports are required to be submitted to the Division on a quarterly basis to provide an update and explanation of the project status. These reports are vital to the success of the project and must be submitted in whole and on time. Adherence to the required format and timetable will factor into present and future grant evaluations. The reports must follow the format found in Appendix D.

Quarterly Reports will be submitted in both digital and hard copy formats. All interim work products and deliverables will be submitted with the appropriate Quarterly Report.

**8.2 FINAL REPORTS**

One hard copy and one electronic copies of the final report must be submitted to the

project manager upon the completion of the project. The Division must deem the report acceptable prior to the release of final payment to the grantee. The required format for the final report can be found in Appendix E.

## **9. OTHER REQUIREMENTS FOR ALL PROJECTS SELECTED FOR FUNDING**

### **9.1 QUALITY ASSURANCE PROJECT PLAN (QAPP)**

All monitoring measurements or data generation must have a QAPP approved by the Department before any monitoring, measurements, or data generation is initiated. A QAPP is a blueprint by which individual projects involving environmental data are implemented and assessed. The QAPP also details how specific Quality Assurance (QA) and Quality Control (QC) activities will be applied during a particular project.

The development of QAPPs is part of the mandatory USEPA requirement that all organizations performing work for the USEPA develop, implement, and approve QAPPs to ensure that the data collected are of sufficient quality for the intended use. A template specifically developed for use in developing QAPPs for 319(h) projects is provided in Appendix C.

Please be aware that data generated through a 319(h) grant is expected to be of a high quality and quantity and will require specific certifications for the collection and analysis of environmental samples. 319(h) funds will not be authorized to pay for these certifications.

### **9.2 GRANTS REPORTING AND TRACKING SYSTEM (GRTS) REFERENCE DATA**

The USEPA requires that specific information be provided for each project for the purpose of tracking and evaluating the grant program. This information, presented in Appendix E, will be required to be provided by the grantee.

### **9.3 DATA SUBMISSION**

All data generated by a 319(h) project must be submitted to the Department in the format requested. This may include web-based entry or spreadsheet population.

### **9.4 OWNERSHIP/PROPRIETARY RIGHTS**

All information generated during the course of each 319(h) project, or materials purchased through 319(h) funds, must be provided to the Department in an acceptable format at the conclusion of the project. This includes data collected, maps generated, and all equipment (such as computers and GPS units) purchased with these grant funds.

### **9.4 USEPA SPREADSHEET TOOL FOR ESTIMATING LOAD REDUCTIONS (STEPL)**

All implementation projects will be required to run the USEPA STEPL model at the completion of the installation of the BMP and provide that spreadsheet in digital format to the Department (Appendix E).