

*SFY 2009 Section 319(h)  
Grants for Nonpoint Source Pollution  
Control*

*REQUEST FOR PROPOSALS*



*New Jersey Department of Environmental  
Protection*

*Division of Watershed Management  
Bureau of Watershed Planning*

**SFY09 319(H) RFP**  
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**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:**

**FRIDAY, September 30, 2008, 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 Watershed Planning  
401 East State Street  
P.O. Box 418  
Trenton, New Jersey, 08625-0418  
Attention: **Time Sensitive** SFY 2009 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 **FRIDAY September 30, 2008, 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**

Pursuant to Section 319(h) of the federal Clean Water Act, the New Jersey Department of Environmental Protection (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 and (2) developing Targeted Watershed Restoration Plans for water quality impaired HUC-14 watershed segments throughout the state as described in 2.2.1 below.

The goal of this State Fiscal Year 2009 (SFY09) funding program RFP is to solicit proposals to restore priority water bodies throughout the State. The Department intends to focus funding in this grant cycle primarily on the implementation of Department approved watershed-based plans. The Department has allocated approximately \$500,000 toward the implementation of Environmental Justice projects as proposed by Department approved Watershed Plans.

### **2.1 WATERSHED-BASED PLAN 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 2009. Department approved plans include those identified on the Department's website at [www.state.nj.us/dep](http://www.state.nj.us/dep). A plan submitted for approval must:

- 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))

To be considered for implementation funding in the SFY09 funding cycle, a draft plan must be submitted to the Department for review by **September 1, 2008**.

#### **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)*; and are currently still listed as impaired (Sub-list 4 or Sub-List 5) on the *New Jersey 2006 Integrated Water Quality and Assessment Report (2006 Integrated Report)*. This list can be found on the Department's website at: <http://www.state.nj.us/dep/wms/bwqsa/integratedlist2006Report.html>.

- b). Completely implement an approved Watershed-Based Plan, or continue implementation of a Watershed-Based Plan, and by doing so will provide a reasonable likelihood of achieving the Surface Water Quality Standards for all impairments (excluding mercury) listed on the 2002 Integrated Report.

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

A general requirement of 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 and the project is specifically designated as a demonstration project. Demonstration projects are those that apply new methods to address NPS pollution, or apply existing methods in innovative ways. Concurrence of the Division of Watershed Management will be necessary to designate a project as a demonstration project and to submit for funding on private property and must be obtained prior to proposal submission. 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 sufficient preliminary investigation is necessary to provide reasonable assurance that the proposed implementation project is viable both from a permitting standpoint and from an environmental/geologic/land use perspective. For example if a catch basin retrofit is proposed for a particular road the potential issues of competing road space related to other infrastructure (i.e. sewer pipes, water, etc.) or potential sizing of the device should be reviewed with the municipal/county or other appropriate professional(s).

The following provides detail on two common NPS implementation project types; however, projects are not limited to these two types:

#### **2.1.2.1 Riparian Buffers**

Riparian buffer restoration projects should be designed (in terms of width and vegetation) 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 propose wider buffers and buffers that have longer water frontage. As with all projects that involve the installation of vegetation, all riparian buffer implementation projects are required to use only species of plants native to that region. If a riparian buffer project is proposed at a site with a resident goose population, the development of a goose management plan is also necessary.

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

Project proposals proposing installation of manufactured treatment devices must include **one** of the following:

- a). **A copy of the Bureau of Sustainable Communities & Innovative Technologies and the New Jersey Corporation for Advanced Technology (NJCAT) certification.** The NJ CAT certification must include specific pollutant removal capabilities regarding the parameter of concern. Please refer to the technical guidance documents posted on the Bureau of Sustainable Communities & Innovative Technologies website for information on the verification procedure, or
- b). **A written justification if the grantee is proposing to utilize technologies that are not yet NJCAT certified technologies,** but are more appropriate to the project objectives. This justification must include: rationale, including documentation of pollutant removal efficiencies with literature sources for the particular MTD being utilized specific to the parameter of concern in the project. This justification must be submitted to the Department for review and approval prior to proceeding with purchase and construction of the MTD. All alternative technologies must provide justification to be considered.

Written authorization from Department must be obtained regarding approval of any proposed manufactured treatment device 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 Projects**

The NJDEP has allocated approximately \$500,000 of SFY09 319(h) funds to implement projects in urbanized areas from existing approved watershed plans or that are designed to remedy specific known water quality problems. For the purposes of this RFP environmental justice projects shall be defined as those nonpoint source implementation projects proposed in urbanized watersheds (as designated by 2002 NJDEP Land Use Land Cover) that will achieve a water

quality benefit but does not specifically address water quality use impairments or implement a TMDL. Projects that meet the eligibility requirements of section 2.1 above may be considered under both categories.

### **3. ELIGIBILITY REQUIREMENTS**

#### **3.1 ELIGIBLE ENTITIES**

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

- Municipal planning departments or boards, health departments or Boards;
- County planning departments or boards, health departments or Boards;
- 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, all entities must possess all of the following, as demonstrated through a detailed description in their proposal:

- Demonstrate significant involvement in the development of the Department approved watershed plan;
- 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

#### **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 Phase II 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**

**Submit Project Proposal**

The proposal must be postmarked or stamped received if hand delivered, by **FRIDAY, September 30, 2008, 5:00 P.M.** In order to be considered for funding, all proposals must be submitted by this deadline, with **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 **FRIDAY, SEPTEMBER 30, 2008, 5:00 P.M.**

The following schedule provides a timeline of events to occur within the SFY 2008 funding cycle:

**Table 1: Grant Processing Schedule**

Action	Responsibility	Deadline
Full Proposal Submission	Applicant	9/30/08
Funding Recommendations	Department	On or about 12/31/08

**4.2 Regional and Technical Review**

All proposals that are submitted by the deadline will be reviewed by the Department for technical soundness and support of Department priorities.

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

Applicants whose projects are considered to be technically sound and a priority for funding may be asked to modify their proposals in accordance with Department comments. The proposal must respond to all issues identified in the review letter provided by the Department, and include a further refined scope of work suitable for potential contract execution, as well as formal commitments from all applicable parties. Proposals that address all NJDEP comments but are not selected for SFY09 funding may be automatically considered for funding from other funding sources or subsequent 319(h) funding cycles.

#### **4.2.2 Revised Full Project Proposal Submission**

All projects remaining in contention for SFY 2009 319(h) funds will be required to submit a revised proposal, addressing all Department comments, including issues identified in correspondence provided by the Department and one electronic copy of the revised proposal, including all proposal components with issues addressed.

#### **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 31, 2008. 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 grantees have been notified of the Department's intent to fund a specific project, they will be required to submit a revised proposal and all contract development forms by **FRIDAY, MARCH 31, 2009**. Failure to adhere to this deadline may result in an immediate reallocation of funds and loss of the grant award.

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

The following sections describe elements that must be addressed for both implementation and planning projects.

#### **5.1 COVER PAGES**

The cover pages for the proposal shall be submitted as the first pages 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 information contained in the scope of work, including a description of the project area that can also serve as a stand-alone document.

#### **5.3 APPLICANT DESCRIPTION**

On the same page as the abstract, a description of the applicant and the applicant's ability to complete the project must be included. 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.

The schedule should describe the total duration of the project from commencement to completion (usually between two and five years) and should include: administrative start time, monitoring needs (e.g. final QAPP development and approval, seasonal conditions, length of time for significant data, rainfall needs), 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, manuals, videos, maps, meetings, etc.; 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 maps	M4, M5, etc.
Task 2	e.g., Partner's Name	Months	M1, M2, etc.	e.g., D, E, and F maps	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. Exception to this policy will be made only in extenuating circumstances.

All grantees will also be required to 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 the project success will be measured. Generally, ambient monitoring programs will be used to fulfill this requirement. However, under certain circumstances, monitoring under a Department approved Quality Assurance Project Plan (QAPP) of the parameter of concern may be required as verification of load reduction estimates.

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. A draft QAPP must be submitted as a separate document and included with revised proposals as notified by the Department... Draft QAPP plans should not be included with initial 319(h) project proposals. No water quality monitoring shall begin 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

Due to the differences between the implementation and planning project types solicited in this funding cycle, scope of work requirements have been outlined individually for each project type.

### 6.1 WATERSHED-BASED PLAN IMPLEMENTATION PROJECTS

All implementation proposals must reference the Department approved watershed-based plan in which they are identified. This reference must include the title and approval date or the Watershed Plan as stated on the Bureau of Watershed Management's letter indicating approval of the 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. How the reduction in pollutant loading estimated in the proposal was developed must be explained in the proposal. The STEPL model will be required to be utilized for estimating load reductions, but this is not exclusionary of other models.

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 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 2006 Integrated Report*) 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 desired goal(s). 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:

- Documentation verifying Department approval of the watershed-based plan the project is implementing if plan is not on the Department's list of approved plans;
- 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 will be implemented to verify load reductions proposed 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. Proposals should recognize that, should the project receive funding, the final species list indicating quantities and a planting plan with location and procedures must be submitted to the DWM Project Manager for approval prior to purchase and installation of any plant.

### **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 recognized 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 recognized in the grant proposal.

## 6.2 TARGETED WATERSHED RESTORATION PLANS

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

The proposal must clearly indicate how this reflects the Department priority to address water bodies listed as impaired on the 2002 New Jersey Integrated List (either Sublist 4 or 5) as discussed in 2.1.1.

Any reference photos and/or maps should be added as appendices and should not be included in the ten-page scope of work.

#### 6.2.1.1 Background Information

Describe why the project is needed, the scope of the problem, and/or current condition of the watershed, as defined by the Department in the *2002 Integrated Report* or the TMDL to be implemented, as well as any additional reconnaissance work that has already been completed in the watershed. Define the desired result that this project will seek to achieve. Give background water quality information if applicable and available. Provide reference reports in appendices.

#### 6.2.1.2 Goals, Objectives, and Tasks Statements

The **goal(s)** of the project should first be identified, followed by the related project objectives. The steps that will be taken to meet the goal should be identified and linked to addressing the conditions described in Section 6.2.1.1 above. This section should also include a narrative description of the work to be accomplished. Necessary project specific elements found in Section 2.2.2, the mandatory elements for Watershed-Based Plans, must be included and specifically highlighted in this section in order to adequately detail how the project will achieve all necessary mandatory elements to meet the goals and objectives.

The goal statement(s) must:

- Identify the desired outcome(s) related to the identified problem or need;
- 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. At a minimum, the objectives of the project must include addressing any known water quality impairment as detailed on Sublist 5 of the *2002 Integrated Report* or a TMDL. The Department is developing a strategy for addressing metal impairments throughout the state; therefore, metals should not be included as parameters of focus for planning activities.

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);
- Time frame for achieving the objective; and
- Specific target group toward which the service or program is directed, if applicable.

**Tasks** are concise statements of activities that need to take place to achieve the desired goal(s). They serve as the steps that will be taken 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 your partners);
- Identify roles in achieving the objectives.
- 

### **6.2.2 Supporting Documentation**

The following supporting documentation must be provided in appendices to the scope of work for Watershed Restoration or Protection Plans:

- Clearly labeled map showing delineation of proposed watershed planning boundary against municipal, county, HUC-14 boundaries, with all water bodies clearly labeled;
- GIS shape files of the proposed planning area (in electronic format) and a justification for this delineation, if the planning boundary does not follow HUC-14 boundaries;
- Reports referenced in the proposals that are not available for download via the internet. If the report can be obtained via the internet, the website must be provided; and
- Monitoring data that support claims in the proposal that have not been provided as stakeholder data for the listing process.

### **6.2.3 Letter(s) of Resource Commitment**

Partnerships are essential to both successful planning and implementation. This is even more pronounced when planning on a watershed basis does not follow political boundaries. In recognition of the importance of this issue, all municipalities and counties included in the proposed planning area must commit to providing support to the project in order for the project to be considered. Exception to this requirement may be made on a case-by-case basis where a well documented argument is provided. That discussion must occur via the applicant's initiative at the mandatory pre-application meeting.

Partners and their roles should be reflected in the tasks portion of the Project Implementation Schedule. The letters submitted with the project proposal from each of these partners must describe their commitment to the project (time, money, effort) or will not be considered. Letters of resource commitment must be included with the original grant proposal to ensure consideration.

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, if applicable.

## **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).