

State of New Jersey
New Jersey Department of Environmental Protection
Division of Watershed Management
Statewide Nonpoint Source Program

REQUEST FOR PROPOSALS
SFY 2006 Section 319(h)
Grants for Nonpoint Source Pollution Control



March 1, 2005

TABLE OF CONTENTS

1. REQUEST FOR PROPOSALS IN BRIEF

- 1.1 First Deadlines**
- 1.2 Copies and Format of Submission**
- 1.3 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**
- 2.2 Watershed Restoration and Protection Plans**
 - 2.2.1 Target Waters for the Development of Watershed Restoration and Protection Plans**
 - 2.2.2 Requirements of Watershed Restoration and Protection 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 Schedule Description**
 - 4.2.1 Submit Formal Intent to Apply**
 - 4.2.2 Pre-Application Meeting**
 - 4.2.3 Submit Project Pre-Proposal**
 - 4.2.4 Administrative Review for Applicability and Completeness and Notification of Dismissal from Consideration**
 - 4.2.5 Regional and Technical Review**
 - 4.2.6 Proposal Requests and Notification of Dismissal from Consideration**
 - 4.2.7 Project Proposal Submission**
 - 4.2.8 Final Project Review and Final Funding Decisions**
 - 4.2.9 Submit Contract Paperwork**

5. COMMON ELEMENTS FOR ALL PROPOSALS

- 5.1 Cover Page**
- 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 Manufactured Treatment Devices

6.1.4 Native Species

6.1.5 Coordination of Project Permitting

6.1.6 Letter(s) of Resource Commitment

6.1.7 Maintenance and Monitoring Agreement

6.2 Watershed Restoration and Protection Plans

6.2.1 Scope of Work

6.2.1.1 Background Information

6.2.1.2 Goals, Objectives, and Tasks Statements

6.2.2 Supporting Documentation

6.2.3 Letter(s) of Resource Commitment

7. PROPOSAL EVALUATION CRITERIA

8. REPORTING REQUIREMENTS FOR PROJECTS SELECTED FOR FUNDING

8.1 Quarterly Performance Reports

8.2 Final Reports

9. OTHER REQUIREMENTS FOR ALL PROJECTS SELECTED FOR FUNDING

9.1 Quality Assurance Project Plan (QAPP)

9.2 Grant Reporting Tracking System (GRTS) Reference Data

9.3 Data Submission

9.4 Ownership/Proprietary Rights

APPENDICES

Appendix A- Intent to Apply Form

Appendix B- Project Evaluation Criteria

Appendix C- Cover Sheets for Project Proposals

Appendix D- 319(h) QAPP Guidance

Appendix E- Quarterly Reporting Requirements

Appendix F- Final Reporting Requirements

Appendix G- GRTS Information Requirements

1. REQUEST FOR PROPOSALS (RFP) IN BRIEF

PROSPECTIVE APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THIS ENTIRE GUIDANCE DOCUMENT PRIOR TO SUBMISSION OF A GRANT APPLICATION.

1.1 FIRST DEADLINES:

- A. INTENT TO APPLY MUST BE SUBMITTED BY:
FRIDAY, APRIL 29, 2005, 5:00 P.M.**
- B. PRE-APPLICATION MEETING MUST BE HELD BY:
WEDNESDAY, JUNE 15, 2005, 5:00 P.M.**
- C. PRE-PROPOSAL MUST BE SUBMITTED BY:
FRIDAY, JULY 8, 2005, 5:00 P.M.**

1.2 COPIES AND FORMAT OF PRE-PROPOSAL SUBMISSION

Applicants must deliver **three (3) full color hard copies of the project pre-proposal as well as an electronic copy that includes all elements** of the pre-proposal by the pre-proposal application deadline.

1.3 PROPOSAL DELIVERY LOCATION:

New Jersey Department of Environmental Protection
Division of Watershed Management
Statewide Nonpoint Source (NPS) Program
401 E. State Street
P.O. Box 418
Trenton, New Jersey, 08625-0418
Attention: **Time Sensitive** SFY 2006 319 (h) Grant Proposal

1.4 GENERAL APPLICATION PROCEDURES:

All applicants must submit a formal intent to apply for a SFY 2006 Section 319(h) NPS grant by completing the electronic application form provided on the Nonpoint Source Program's website at <http://www.state.nj.us/dep/watershedmgt/319grant.htm>, or by mailing the completed form found in Appendix A to the above address, by **FRIDAY, APRIL 29, 2005, 5:00 P.M.** All mailed submissions must be postmarked by April 29, 2005 to be eligible for funding in SFY 2006.

Pre-application meetings will be scheduled by the NPS Program for all intent to apply forms submitted in accordance with the above deadline. **Applicants, themselves, must attend the scheduled pre-application meeting in order to be eligible for funding. No pre-application meeting will be held in absence of the applicant.** The pre-application meeting will be used to identify any technical or procedural issues that must be addressed by the applicant in developing or implementing the scope of work and grant agreement. For watershed-based plan implementation projects, the plan the project proposes to implement must be submitted no later than one (1) week prior to the scheduled pre-application meeting date.

Applicants must submit pre-proposal applications to the address noted above by **FRIDAY, JULY 8, 2005, 5:00 P.M., postmarked, or stamped received if hand delivered.** Late or incomplete proposals

will not be considered for funding. All applications must be submitted in the format found in Sections 5 and 6 of this RfP; otherwise they will be declared incomplete and will be removed from funding consideration.

Current 319(h) grantees should not respond to this RfP to propose modifications to existing contracts. All contract modification proposals must be discussed with, and submitted through, the appropriate Division of Watershed Management 319(h) Project Manager.

2. PURPOSE OF THIS REQUEST FOR PROPOSALS

Pursuant to Section 319(h) of the federal Clean Water Act (Act), the New Jersey Department of Environmental Protection's (Department) Division of Watershed Management (DWM) is requesting proposals from organizations and governmental entities for the purpose of (1) implementing projects identified as components of Department approved watershed-based plans and (2) developing Watershed Restoration and Protection Plans for targeted subwatersheds throughout the state. The goal of this RfP is to protect and restore priority waterbodies throughout the state.

The Department intends to focus funding in this grant cycle primarily on the implementation of Department approved watershed-based plans. However, the Department is also aware of the need to balance this implementation effort with the continued development of watershed restoration or protection plans in targeted watersheds discussed in Section 2.2.1 below.

2.1 Watershed-Based Plan Implementation Projects

Nonpoint source abatement projects that have been specifically identified as integral components of a Department approved watershed-based plan are eligible for funding through 319(h) in SFY 2006. Please note that the plan must have Department approval prior to the pre-proposal deadline of Friday, July 8, 2005 in order to be eligible and the proposed project must be detailed specifically in the plan for its ability to achieve the goals and objectives of the plan. Broad identification of general project types identified in plans will not be sufficient to meet this latter requirement.

Final watershed-based plans are not currently approved and have not been formally submitted to the Department for approval as of January 1, 2005, will not be eligible for funding in SFY 2006.

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 that:

- a. Reduce the NPS loading of a specific pollutant for which a TMDL has been at least developed;
- b. Address impairment(s) currently found on sublist 5 of the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report*¹ (Integrated Report); or
- c. Abate a specific nonpoint source pollutant to a Category One waterbody.

¹ The *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report* can be found at <http://www.state.nj.us/dep/wmm/sgwqt/wat/>.

2.1.2 Requirements for Watershed-Based Plan Implementation Projects

Many different NPS project types may qualify for 319(h) funding under the category of Watershed-Based Plan Implementation Projects. A general requirement for any implementation project funded through the 319(h) program is that it must take place on public land.

As buffer restoration / enhancement work is a common NPS implementation project type, the following paragraphs are particular to this project type. Please be aware that these may not reflect additional requirements that may be mandatory for other distinct project types.

For any riparian buffer restoration proposed to prevent a specific pollutant from entering a waterway, the buffer width proposed must reflect the ability to perform the desired reduction. For example, if the project proposes to reduce fecal coliform levels in the subject waterway, a minimum natural buffer width of 50 feet is necessary, accompanied by an additional 10 foot unmowed grass buffer strip for natural buffers abutting manicured lawns. Should a consistent 60 foot wide buffer be unachievable, the applicant must detail how the plan addresses this issue and sufficiently document the reason why pollutant load reductions will not be compromised by the reduced buffer width.

Generally, 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. The Department will assist all 319(h) grantees with the development of goose management plans.

2.2 Watershed Restoration and Protection Plans

Watershed Restoration Plans and Watershed Protection Plans are watershed-based plans designed to determine the course of action necessary, through the identification of specific measures to be taken, to restore impaired waters and to protect and maintain unimpaired waters, respectively. These plans are intended to be the next level of watershed-based planning and are to be blueprints for achieving the objectives of the plan. When available, these plans will utilize strategies outlined in more general plans or generic parts of TMDL implementation plans, and identify the specific tasks, geographic location, methods and responsible parties that will achieve the intent of the more general strategies.

2.2.1 Target Waters for the Development of Watershed Restoration and Protection Plans

Priority for watershed restoration plan development will be given to the development of Watershed Restoration Plans encompassing waters that, at a minimum, have a TMDL² proposed and/or are found on sublist 5 of the Integrated Report. All applications must detail how the watershed restoration plan will specifically address the waterbody segment and the pollutant(s) that are the subject of the TMDL and all remaining NPS pollutant(s) on sublist 5 of the Integrated Report.

² Information regarding proposed, established, approved, and adopted TMDLs in New Jersey can be found at <http://www.state.nj.us/dep/watershedmgt/tmdl.htm>.

Priority for watershed protection plan development will be given to watersheds containing waters that are designated or are proposed to be designated as Category One³. Category One antidegradation designation proposals must be published in the New Jersey Register by July 1, 2005.

2.2.2 Requirements of Watershed Restoration and Protection Plans

For Watershed Restoration Plans to be developed where a TMDL has been at least proposed, the plan must be designed to identify the course of action necessary to achieve the load reductions identified in the TMDL. Where a plan is to be developed for a sublist 5 waterbody, the plan must be designed to reduce nonpoint source pollutant loading that is contributing to the surface water quality impairments. Once the TMDL is approved, the plan must be modified, as appropriate, to be consistent with the load allocation portion contained within the TMDL. Alternatively, through the course of implementing the watershed restoration plan, the State may find that surface water quality standards are met, negating the need to create the TMDL or modify the plan.

For Watershed Protection Plans for Category One designated waters (N.J.A.C. 7:9B et seq.), the protection plan must be designed to ensure protection from any negative measurable changes in water quality characteristics and, where feasible, to enhance surface water quality.

At a **minimum**, both Watershed Restoration and Protection Plans **must** include the following nine minimum components:

- a. An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in this watershed-based plan (and to achieve any other watershed goals identified in the watershed-based plan), as discussed in item (b) immediately below. Sources that need to be controlled should be identified at the significant subcategory level with estimates of the extent to which they are present in the watershed (e.g., X number of dairy cattle feedlots needing upgrading, including a rough estimate of the number of cattle per facility; Y acres of row crops needing improved nutrient management or sediment control; or Z linear miles of eroded streambank needing remediation).
- b. An estimate of the load reductions expected for the management measures described under paragraph (c) below (recognizing the natural variability and the difficulty in precisely predicting the performance of management measures over time). Estimates should be provided at the same level as in item (a) above (e.g., the total load reduction expected for dairy cattle feedlots; row crops; or eroded streambanks).
- c. A description of the NPS management measures that will need to be implemented to achieve the load reductions estimated under paragraph (b) above (as well as to achieve other watershed goals identified in this watershed-based plan), and an identification (using a map and description) of the critical areas in which those measures will be needed to implement this plan.

³ Information concerning Category One designation and a list of waterbodies so designated can be found at <http://www.nj.gov/dep/cleanwater/c1.html>.

- d. An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon to implement this plan. Possible sources of funding include Section 319(h) Programs, the New Jersey Environmental Infrastructure Trust, U.S. Department of Agriculture's Environmental Quality Incentives Program and Conservation Reserve Program, and other relevant Federal, State, local and private funds that may be available to assist in implementing this plan.
- e. An information/education component that will be used to enhance public understanding of the project and encourage the public's early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented.
- f. A schedule for implementing the NPS management measures identified in this plan that is reasonably expeditious.
- g. A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented.
- h. A set of criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made towards attaining water quality standards and, if not, the criteria for determining whether this watershed-based plan needs to be revised or, if a NPS TMDL has been established, whether the NPS TMDL needs to be revised.
- i. A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (h) immediately above.

Items (a-i) detailed above are the nine **minimum** components necessary for Watershed Restoration and Protection Plans but need not be developed as part of the project if existing plans can be incorporated that address some of the components.

Watershed Restoration and Protection Plans must address a large enough geographic area so that the implementation of the plan will address all of the sources and causes of impairments and threats to the waterbody in question. However the geographic area must be appropriately sized so that the watershed may be thoroughly studied to the level of detail required for the compilation of the plan. While there is no rigorous definition or delineation for this concept, the general intent is to avoid single segments or other narrowly defined areas that do not provide an opportunity for addressing a watershed's stressors in a rational and economic manner. Conversely, the plan's scale should not be so large as to lead to less exact methodology or minimize the probability of successful implementation. The geographic extent of the planning area is expected to be defined in terms of HUC-14 watersheds⁴.

⁴ GIS datasets of HUC-14, 11, and 8 boundaries are available for download as ArcView Shape files. These files can be used with GIS, or can be viewed with a free GIS Data Viewer from ESRI called ArcExplorer, and can be found at <http://www.nj.gov/dep/gis/lists.html>.

3. ELIGIBILITY REQUIREMENTS

3.1 Eligible Entities

Entities that are eligible for funding through Section 319(h) include:

- Municipal planning departments or boards, health departments or boards
- County planning departments, 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, they must have all of the following:

- 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 and 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 and Phase II permit requirements
- Department permit fees
- Maintenance activities such as street sweeping, catch-basin cleaning, and dredging
- Projects which address symptoms rather than causes or sources, i.e. weed harvesting and alum treatments
- Implementation projects located on private property unless specifically designated a demonstration project⁵
- Point-source related projects
- Dredging of lakes or ponds
- Ineligible activities based on current USEPA guidelines for Section 319(h) grants⁶

⁵ Demonstration projects are those that apply new, innovative methods to address NPS pollution. Department concurrence of demonstration project designation will be necessary to submit for funding on private property and will require conservation easements or deed restrictions in order to ensure the viability of the project.

4. GRANT PROCESSING SCHEDULE

4.1 Schedule

The following schedule provides a timeline of events to occur within the SFY 2006 funding cycle:

Table 1: Grant Processing Schedule

Action	Responsibility	Deadline
Submit Formal Intent to Apply	Applicant	4/29/05
Submit Department Approved Plan, if Application is Watershed-Based Plan Implementation Project	Applicant	1 week before scheduled pre-application meeting
Pre-Application Meeting	Applicant/Department	6/15/05
Submit Project Pre-Proposal	Applicant	7/8/05
Administrative Review for Applicability and Completeness and Notification of Dismissal from Consideration	Department	7/29/05
Regional and Technical Review	Department	9/30/05
Full Proposal Requests or Notification of Dismissal from Consideration	Department	9/30/05
Submit Project Proposals	Applicant	12/15/05
Funding Recommendations	Department	2/15/06
Submit Contract Paperwork	Grantee	4/28/06

4.2 Schedule Description

The following subsections further describe the activities listed in Table 1.

4.2.1 Submit Formal Intent to Apply

In order to be eligible for SFY 2006 319(h) funds, interested entities must submit their intent to apply through the NPS Program website⁷ or via hard copy (Appendix A) to the address noted in Section 1.3 by **FRIDAY, APRIL 29, 2005, 5:00 P.M.** This submission must be completed in full in order for the Department to schedule the pre-application meeting with the applicant.

⁶ EPA guidelines that describe the process and criteria to be used to award Clean Water Act (CWA) Section 319(h) nonpoint source grants for States and Territories can be found at <http://www.epa.gov/fedrgstr/EPA-WATER/2003/October/Day-23/w26755.htm>.

⁷ The NPS Program website where the web-based intent to apply form may be located is http://www.state.nj.us/dep/watershedmgt/nps_program.htm.

Applicants proposing watershed-based plan implementation projects are required to submit a copy of the plan their project proposes to implement. Either a hard copy of the plan or a web address with a link to an electronic version of the plan will be acceptable to fulfill this requirement. Applicants must either provide the web address at which an electronic copy of the plan may be obtained on the intent to apply form, or mail a hard copy of the plan to the address noted in Section 1.3 no later than one (1) week before there pre-application meeting. It is in the applicant's best interest to submit the hard copy of the plan with the original intent to apply submission, as this will ensure that Department staff have adequate time to review the plan, and the pre-application meeting will be more effective and efficient. Plans not accompanying the original intent to apply submission must be submitted with a copy of the original intent to apply submission.

4.2.2 Pre-Application Meeting

The Department will begin scheduling pre-application meetings with all potential applicants as soon as intent to apply submissions are received. Only applicants that have submitted the intent to apply, completed in full and on time will be allowed to move into the next phase of consideration and be contacted to schedule a meeting. It is the applicant's responsibility to submit adequate contact information on the intent to apply form so that they may be contacted to schedule the pre-application meeting. Should the Department make two (2) attempts to contact the potential applicant without response, no further attempts shall be made and the intent will be removed from consideration.

The purpose of the pre-application meeting is to develop the applicant's proposal into a project that best fits the goals of the 319(h) Program and will achieve the greatest environmental benefit. No pre-application meeting will be held in absence of an authorized representative from the applicant organization. Although consultants are encouraged to attend, they may not attend meetings in lieu of applicants.

Applicants must attend these meetings prepared to discuss overall project goals and objectives, as well as more detailed logistics. Applicants are encouraged to bring pertinent information regarding the project location and viability in addition to visual aids such as maps and conceptual designs. For watershed-based plan implementation project applications, the watershed-based plan the project is implementing must be submitted at least one (1) week before the pre-application meeting date in order for the meeting to be held. The deadline for holding pre-application meetings is **WEDNESDAY, JUNE 15, 2005**.

4.2.3 Submit Project Pre-Proposal

All applicants who have submitted their intent to apply and attended their pre-application meeting will be eligible to submit a project pre-proposal reflecting the discussion and recommendations of the pre-application meeting. The pre-proposal must be postmarked, or stamped received if hand delivered, by **FRIDAY, JULY 8, 2005, 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. Please note, failure to submit any component of the proposal (with exception of full reports submitted as reference) in an electronic format as well as the hard copies may immediately disqualify project proposals in the administrative review.

4.2.4 Administrative Review for Applicability and Completeness and Notification of Dismissal from Consideration

All pre-proposals submitted by the above deadline will initially be reviewed for applicability to receive 319(h) NPS funds and compliance with this guidance document. Proposals which do not meet these standards will be eliminated from further review at this point in the process and will be declared ineligible to receive SFY 2006 funds. All applicants will be notified in writing of the findings of the NPS Program in regard to this review.

4.2.5 Regional and Technical Review

Pre-proposals that successfully complete the administrative review will then undergo review by Department regional watershed staff and the Department's Technical Review Committee (TRC). Project evaluations will be conducted considering the criteria described in Appendix B.

4.2.6 Proposal Requests and Notification of Dismissal from Consideration

Applicants whose projects are considered to be technically sound and a priority will be asked to provide full proposals of their project. The full 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.

Projects no longer eligible due to the outcome of the regional or technical review will be eliminated from further review and the applicant will notified in writing of the findings of the NPS Program.

4.2.7 Project Proposal Submission

All projects remaining in contention for SFY 2006 319(h) funds will be required to submit a full proposal including any issues identified in correspondence provided by the Department. The applicant shall submit three (3) full color hard copies and an electronic copy of the revised proposal, including all proposal components with issues addressed, which must be received by the NPS Program at the address noted in Section 1.3 by **THURSDAY, DECEMBER 15, 2005, 5:00 P.M.**

4.2.8 Final Project Review and Final Funding Decisions

After the Department has received all complete project proposals, a final regional and technical review will take place. Final funding decisions will be made and all applicants will be notified in writing whether or not their proposal has been recommended for funding.

4.2.9 Submit Contract Paperwork

Once grantees have been notified of the Department's intent to fund a specific project, they will be required to submit all contract paperwork by **FRIDAY, APRIL, 28, 2006**. 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 in both pre-proposals and final proposals for both implementation and planning projects.

5.1 Cover Pages

The cover pages for the appropriate project type found in Appendix C must be completed in their entirety and submitted as the first pages of any project proposal.

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 (see detailed description in Section 6: Project Type Specific Proposal Components), 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 any previous CWA section 319(h) grant funding. If so, include all grant contract date(s), project title(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. QAPP developments 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.;
- The anticipated timeframe for achieving each project goal.

Table 2: Project Implementation Schedule

Project Objective: COMPLETION M#					
TASK	Responsible Party	Timeframe	*Anticipated Start Month	Project Deliverable	*Anticipated Completion Month
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. For seasonal work, all schedules should be based on the presumption of a June 1, 2006 start date.

5.5 Budget

Both a detailed budget describing how **costs per 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
- Benefits
- Travel @ 0.31 cents per mile
- Equipment (list must be provided)
- Administration (rent, phone, etc.)- May not exceed 10% of the amount requested.
- Contractual Services
- Construction (related to implementation of BMPs)

Please note: 319(h) funds are provided in reimbursement for services. Exception to this policy will be made only in extenuating circumstances.

5.6 Monitoring and Evaluation Information

All proposals must include a description of how the project success will be measured. For most projects this should include traditional chemical water quality monitoring as verification of load reduction estimates.

All chemical water quality monitoring must follow Department protocol. A Quality Assurance Project Plan (QAPP)⁸ must be prepared by the applicant and approved by the Department. A 319(h) QAPP guidance document is provided in Appendix D to assist in the creation of this document. Monitoring QAPPs do not have to be developed until an applicant has been notified that the project has been selected for funding and all appropriate tasks which must precede QAPP development have been completed. No water quality monitoring shall begin until the QAPP has been approved by the Department.

⁸ Information regarding QAPPs can be found at www.epa.gov/quality/qs-docs/g5-final.pdf. For applicants unfamiliar with QAPP procedures and protocol, a meeting with Department QAPP staff will be coordinated in order to facilitate this process.

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, (2002)*⁹.

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 be accompanied by submission of the Department approved watershed-based plan in which they are identified (or the internet address at which the plan may be downloaded) in the intent to apply phase of the application process.

All implementation projects must take place on public land with the exception of Department designated demonstration projects⁶ that will obtain all necessary legally binding restrictions.

6.1.1 Scope of Work

(Maximum of 5 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.

Any reference photos and/or maps should be added as appendices and should not be included in the 5 page scope of work.

6.1.1.1 Background Information

Describe why the project is needed, the scope of the problem, and/or current condition of the targeted waterbody, as defined by the Department in the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment 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.

⁹ The Department's Mapping and Digital Data Standards (2002) may be downloaded at <http://www.nj.gov/dep/gis/standard.htm>.

6.1.1.3 Goals, Objectives, and Tasks Statements

The goal(s) of the project 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)
- 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
- 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
- Discussion of chemical monitoring plan and/or biological monitoring plan that will be implemented to verify load reductions proposed in the plan¹⁰

6.1.3 Manufactured Treatment Devices

Should an implementation project consider a manufactured treatment device (i.e. a commercially developed water quality treatment device), preference will be given to technologies that have been

¹⁰ A detailed description of the water quality sampling plan should not be included in the project proposal due to the subsequent development of the Quality Assurance Project Plan, however, a general discussion should be presented in the proposal. It should also be noted that data collected through a 319(h) grant will be required to be of the quality necessary to be included future compilations of the *Integrated List*. For more information on the data quality requirements necessary for inclusion on the *Integrated List* please see the methods document found at <http://www.state.nj.us/dep/wmm/sgwqt/wat/integratedlist/integratedlist2004.html>.

certified through the Bureau of Sustainable Communities & Innovative Technologies and the New Jersey Corporation for Advance Technology for their effectiveness in regard to its specific pollutant removal capabilities. Please be aware that the Energy and Environmental Technology Verification (EETV) Act at N.J.S.A. 13:1D-134 et seq., establishes the guidelines for a verification and certification process to approve the use of innovative energy and environmental technologies that benefit the environment and economy of New Jersey. The New Jersey Legislature found that, in establishing the technology verification and certification program, it would encourage the commercial development and use of new technology-based environmental and energy related products, services and systems that abate and prevent environmental pollution and promote energy conservation in the most cost-effective and environmentally efficient manner for the State.

For 319(h) projects, preference will be given to technologies that have been certified through this process for the specific parameter targeted by the project (i.e., if the manufactured treatment device is being proposed to reduce phosphorus, the device must be certified for phosphorus removal).

If the technologies certified are not applicable to the project, preference will be given to those committed to the verification process for the specific parameter being targeted in the project. Please refer to the technical guidance documents posted on the Bureau of Sustainable Communities & Innovative Technologies website¹¹ for information on the verification procedure. Documentation supporting the decision to use a particular device must be included in the project proposal.

6.1.4 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. Proposal 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.

6.1.5 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. This must be clearly recognized in the grant proposal.

6.1.6 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 pre-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 grant pre-proposal to guarantee it will be considered.

¹¹ Technical guidance documents developed to provide guidelines for the development and implementation of innovative energy and environmental technologies can be found at <http://www.state.nj.us/dep/dsr/bscit/Documents.htm> while information regarding the certification program itself and specific certified technologies can be found at <http://www.state.nj.us/dep/dsr/bscit/CertificationMain.htm>.

Letters of Resource Commitments 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.

6.1.7 Maintenance and Monitoring Agreement

In order to ensure the success of any nonpoint source implementation project funded by a 319(h) grant, a Maintenance and Monitoring Agreement must be executed before the project can begin. This agreement must be submitted to the DWM project manager before any work is authorized. 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.

6.2 Watershed Restoration and Protection Plans

6.2.1 Scope of Work

(Maximum of 5 Pages not including Cover Sheet, Abstract, or Attachments)

The proposal must include a scope of work that includes a detailed description on how all of the nine minimum components (described above in Section 2.1.2) will be met. Each description must specifically call out which minimum component will be addressed through the outlined tasks.

Any reference photos and/or maps should be added as appendices and should not be included in the five 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 *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report* or the TMDL to be implemented as well as any additional reconnaissance work 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; 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. At a minimum, the objectives of the project must include addressing any known water quality impairment as detailed on sublist 5 of the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report* or the TMDL.

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
- 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) and
- 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, and all waterbodies clearly labeled
- If the planning boundary does not follow HUC-14 boundaries, a GIS shapefile of the proposed planning area must be provided with the electronic submission and a justification must be presented
- Reports referenced in the proposal that are not available for download via the internet. If the report can be obtained via the internet, the website must be provided
- Monitoring data that supports claims in the proposal that has 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 not only support the development of the plan, but commit to providing support (financial, in-kind, etc.) 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.

Partners and their roles should be reflected in the tasks portion of the Project Implementation Timeline. 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 pre-proposal to ensure consideration.

Letters of Resource Commitments 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.

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 timetables will factor into present and future grant evaluations. The reports must follow the format found in Appendix E.

8.2 Final Reports

Three (3) hard copies and an electronic version 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 F.

9. Other Requirements for All Projects Selected for Funding

9.1 Quality Assurance Project Plan

All monitoring measurements or data generation must have a quality assurance project plan (QAPP)¹² 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 requires all organizations performing work for the USEPA to develop, implement, and approve QAPPs to ensure that the data collected is of sufficient quality for its intended use. A template specifically developed for use in developing QAPPs for 319(h) projects is provided in Appendix D.

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.

¹² Information regarding QAPPs for water quality monitoring can be found at <http://www.epa.gov/quality/>. For applicants unfamiliar with QAPP procedures and protocol, a meeting with Department QAPP staff will be coordinated in order to facilitate this process.

9.2 Grant Reporting 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 G, 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 excel sheet 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. This includes data collected, maps generated, and all equipment (like computers and GPS units) purchased with these grant funds.