

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

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## **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*<sup>1</sup> (Integrated Report); or
- c. Abate a specific nonpoint source pollutant to a Category One waterbody.

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<sup>1</sup> 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 TMDL<sup>2</sup> 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.

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































## Appendix A

# SFY 2006 Section 319(h) Intent to Apply Form

In order to be eligible for State Fiscal Year (SFY) 2006 319(h) federal pass-through funds all applicants must submit a formal intent to apply through the Nonpoint Source Program's (NPS's) website found at <http://www.state.nj.us/dep/watershedmgt/319grant.htm> or by hard copy via mail to the NPS Program by **FRIDAY, APRIL 15, 2005 at 5:00 P.M. (post marked by 04/15/05)**. Applicants will then be contacted to schedule and attend a mandatory pre-application meeting to be held with Nonpoint Source Program staff and regional watershed staff, as well as other appropriate Department of Environmental Protection staff.

Submit all hardcopy versions of this form to:

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION  
DIVISION OF WATERSHED MANAGEMENT  
BUREAU OF WATERSHED PLANNING  
STATEWIDE NONPOINT SOURCE (NPS) PROGRAM  
401 E. STATE STREET- 6TH FLOOR EAST WING  
P.O. BOX 418  
TRENTON, NEW JERSEY, 08625-0418  
ATTENTION: **TIME SENSITIVE SFY 2006 319(h) INTENT TO APPLY**

## Intent to Apply Registration:

Failure to adequately respond to any of the following items may result in immediate disqualification.

### Applicant Information

**Applicant Organization:** \_\_\_\_\_

**Contact Person within Organization:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number with Area Code:** \_\_\_\_\_

### Project Information

**Project Type (Check One):**  Watershed-Based Plan Implementation Project  
 Watershed-Based Plan Restoration/Protect Project

**Watershed Management Area:** \_\_\_\_\_

**HUC 14 Code(s) for Project Area:** \_\_\_\_\_

**Affected Waterbody(ies):**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**For Watershed-Based Plan Implementation Project Proposals Only**

**Name of approved watershed-based plan in which project is detailed:**

\_\_\_\_\_

**For Watershed-Based Plan Proposals Only**

**All municipalities and counties in proposed planning area:**

**Municipalities**

**County**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____





## Appendix C

# Instructions for the SFY 2006 319(h) Grant Application Cover Sheet

**ALL APPLICATIONS MUST HAVE THE APPROPRIATE COVER PAGE IN ORDER FOR THE SFY 2006 319(h) GRANT APPLICATION TO BE CONSIDERED COMPLETE**

The cover sheet is to be the first page of each complete grant application package.

There are two different versions of the cover sheet. One is for Watershed-Based Plan Implementation proposals while the other is to be used for Watershed Restoration or Protection Plan proposals. Be sure to use the appropriate cover sheet for your project type. The following descriptions provide more detail on the required information found on both cover sheet types.

**Description of Elements found on Cover Sheets**

*Additional Pollutants Addressed* are pollutants that will be addressed by the nonpoint source implementation project that are secondary to the primary targeted pollutant.

*All Counties in Planning Area* is a list of all counties found within the proposed planning area, regardless of the percentage of land mass in the watershed.

*All Municipalities in Planning Area* is a list of all municipalities found within the proposed planning area, regardless of the percentage of land mass in the watershed.

*Applicant Organization Name* is the eligible entity applying for 319(h) funding. Fill in the organization's address, fax, and phone number.

The *Contact Person* is the person in that eligible entity that can be contacted for additional information. The contact person may not be an independent contractor. On the lines provided, include the contact's name, title, phone number, and e-mail address.

The application must be initialed in the appropriate locations and signed and dated by the person with *Grant Acceptance Authority* in the applicant organization.

*Grant Amount Requested* is the amount of funding requested from the 319(h) Grant Program.

*HUC 14(s) in Planning Area* is the 14-digit hydrologic unit code(s) of the subwatershed(s) contained in the proposed planning area.

*Implementation Project Name* is a concise statement of the particular nonpoint source implementation project proposed. The name should not include "A Proposal for" or "An Application for" in the title.

*Legislative District(s) in Planning Area* is a list of state legislative districts found within the proposed planning area.

*List of All Named Waterbodies in Planning Area* is a complete list of all named waterbodies in the proposed planning area. This section must be supplemented with an appendix that includes the complete report on the condition of each waterbody listed as found on the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report*. The number or letter designation assigned to this appendix must be provided on the cover sheet.

*Linear Feet of Streambank to be Stabilized* is to be provided for riparian buffer or streambank restoration projects. If this is not applicable to the implementation project proposed indicate this with "NA."

*List of All Waterbodies Affected by Project and Their Status* is to describe any waterbody besides the primary affected waterbody that will be affected by the implementation of the nonpoint source project. The status is to be described in terms of impairments caused by specific pollutants which can be found on list 4 and 5 of the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report*.

*Local Match* is the amount of local funding dedicated to the project.

*Maximum Continuous Linear Feet of Riparian Buffer Proposed* is the number of linear feet that describes the longest continuous stretch of buffer to be implemented.

*Minimum Buffer Width Proposed* is the minimum width of the buffer that is proposed by the project.

*Planning Watershed* is the watershed that has been delineated and proposed as the area for development of the watershed-based plan. The applicant must indicate the existence of and quantity of total maximum daily loads (TMDLs), the TMDLs title and date, sublist 5 Impairments (as found in the *New Jersey 2004 Integrated Water Quality Monitoring and Assessment Report*), and Category One waterbodies by providing the accurate number in the space next to the description.

*Primary Pollutant Targeted* is the reason the nonpoint source implementation project is being proposed. The abatement of this pollutant is the main focus of the project.

*Project Duration in Months* is an estimate of the time needed to complete the project in months. Estimations should factor in administrative start up time and anticipated delays. There is no penalty for completion of a project ahead of schedule, while "no cost time extensions" will only be granted in extenuating circumstances.

*The Person with Grant Acceptance Authority and Their Title* is the person who will be accepting responsibility for the terms and conditions of the contract.

*Project Total* should equal the *Grant Amount Requested* plus the *Local Match*.

*River Miles Covered by Planning Area and Lake Acres Covered by Planning Area* are the quantities of those resources found within the proposed planning area.

*Square Miles Covered by Planning Area* is the area in square miles included in the proposed planning watershed.

*Total Acreage of Riparian Buffer* is to be submitted for riparian buffer and streambank restoration implementation projects. This number is to be calculated by multiplying the width of the buffer by the total linear feet of the buffer.

*Total Linear Feet of Riparian Buffer* is the overall length of riparian buffer to be implemented by the project in linear feet.

*Type of NPS Implementation Project* is a descriptive category that the by which the proposed implementation project can be described.

*Waterbody Primarily Affected* is the waterbody that is the target of the nonpoint source implementation project. Water quality improvement will be achieved on this waterbody through the implementation of the proposed project.

*Watershed Plan Name* is a concise statement of the project. The name should not include “A Proposal for” or “An Application for” in the title.

*Watershed Plan Project is Implementing* is the name of the New Jersey Department of Environmental Protection approved watershed-based plan that specifically describes the need for the proposed project.

*WMA* is the watershed management area that contains the proposed implementation project or planning watershed.

# NEW JERSEY'S WATERSHEDS

*Where your Quality of Life Begins*

## SFY 2006 319(h) Grant Application Cover Sheet for Watershed-Based Plan Implementation Projects

- 1) Implementation Project Name: \_\_\_\_\_
- 2) Watershed Plan Project is Implementing: \_\_\_\_\_
- 3) Waterbody Primarily Affected: \_\_\_\_\_
- 4) Type of NPS Implementation Project: \_\_\_\_\_
- 5) Primary Pollutant Targeted: \_\_\_\_\_
- 6) Additional Pollutants Addressed: \_\_\_\_\_

### **Applicant Information**

- 7) Applicant Organization Name: \_\_\_\_\_
- 8) Organization Address: (street name and #) \_\_\_\_\_  
(city, state, zip code) \_\_\_\_\_
- 9) Organization Numbers: FAX #: \_\_\_\_-\_\_\_\_-\_\_\_\_ Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_
- 10) Contact Person: \_\_\_\_\_, \_\_\_\_\_  
(name) (title)
- 11) Contact's Phone: \_\_\_\_\_
- 12) Contact's Email: \_\_\_\_\_

### **Watershed Information**

- 13) WMA: \_\_\_\_\_
- 14) List of All Waterbodies Affected by Project and Their Status:
  - A) \_\_\_\_\_ Status) \_\_\_\_\_
  - B) \_\_\_\_\_ Status) \_\_\_\_\_
  - C) \_\_\_\_\_ Status) \_\_\_\_\_
  - D) \_\_\_\_\_ Status) \_\_\_\_\_

### **Riparian Buffer and Streambank Projects**

- 15) Linear Feet of Streambank to be Stabilized: \_\_\_\_\_
- 16) Minimum Riparian Buffer Width Proposed: \_\_\_\_\_
- 17) Maximum Continuous Linear Feet of Riparian Buffer Proposed: \_\_\_\_\_
- 18) Total Linear Feet of Riparian Buffer: \_\_\_\_\_
- 19) Total Acreage of Riparian Buffer: \_\_\_\_\_

**Project Information**

20) Project Duration in Months: \_\_\_\_\_

21) Grant Amount Requested: \$ \_\_\_\_\_ + Local Match: \$ \_\_\_\_\_ =

Project Total: \$ \_\_\_\_\_

**Applicant Certifications**

The Nonpoint Source (NPS) Pollution Program requires certain standards to be followed. To meet these requirements, applicants must indicate compliance by initialing each statement below. Failure to comply with any of these requirements will render the application ineligible.

- Applicant agrees to coordinate all permitting through the Division of Watershed Management Project Manager.  
\_\_\_\_\_ (initial here)
- Applicant commits to providing complete and timely quarterly reports and a final report as described in the state guidance document for 319(h) projects for SFY 2006.  
\_\_\_\_\_ (initial here)
- Applicant commits to conducting an evaluation of the effectiveness of the project, including a commitment to provide monitoring data or other information that documents improvement in water quality, the reduction of pollutant loads, or other project outcomes.  
\_\_\_\_\_ (initial here)
- Applicant agrees that no water quality monitoring data may be collected prior to the Department's approval of a Quality Assurance Project Plan (QAPP). The procedures, number of sampling events, Quality Assurance/Quality Control procedures as well as other all other elements detailed in the approved QAPP will be followed.  
\_\_\_\_\_ (initial here)

I certify that I have read the entirety of this project proposal and that the information in this proposal is complete and accurate. In addition, should this project be funded in the SFY 2006 319(h) grant funding cycle, I acknowledge that this proposal will be converted into a binding contract and that the entity that I represent is committed to fulfilling the contents of that contract.

22) Person w/ Grant Acceptance Authority: \_\_\_\_\_,

\_\_\_\_\_ (name) (title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Official use only)

Received: _____	Tracking code: _____
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# NEW JERSEY'S WATERSHEDS

*Where your Quality of Life Begins*

## SFY 2006 319(h) Grant Application Cover Sheet for Watershed Restoration and Protection Plans

- 1) Watershed Plan Name: \_\_\_\_\_
- 2) Planning Watershed Includes (Indicate Quantities):  
 TMDLs: \_\_\_\_\_ Sublist 5 Impairments: \_\_\_\_\_ Category One Waterbodies: \_\_\_\_\_

**Applicant Information**

- 3) Applicant Organization Name: \_\_\_\_\_
- 4) Organization Address: (street name and #) \_\_\_\_\_  
 (city, state, zip code) \_\_\_\_\_
- 5) Organization Numbers: FAX #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_
- 6) Contact Person: \_\_\_\_\_, \_\_\_\_\_  
 (name) (title)
- 7) Contact's Phone: \_\_\_\_\_
- 8) Contact's Email: \_\_\_\_\_

**Watershed Information**

- 9) WMA: \_\_\_\_\_ 10) Square Miles Covered by Planning Area: \_\_\_\_\_
- 11) River Miles Covered by Planning Area: \_\_\_\_\_
- 12) Lake Acres Covered by Planning Area: \_\_\_\_\_
- 13) HUC 14(s) in Planning Area: \_\_\_\_\_

14) List of All Named Waterbodies in Planning Area:

Waterbody Name

- |          |          |
|----------|----------|
| A) _____ | F) _____ |
| B) _____ | G) _____ |
| C) _____ | H) _____ |
| D) _____ | I) _____ |
| E) _____ | J) _____ |

Supplemental Integrated List Status for Each Listed Waterbody Found in Appendix \_\_\_\_\_

- 15) All Counties in Planning Area: \_\_\_\_\_
- 16) All Municipalities in Planning Area: \_\_\_\_\_

17) Legislative District(s) in Planning Area: \_\_\_\_\_

**Project Information**

17) Project Duration in Months: \_\_\_\_\_

18) Grant Amount Requested: \$ \_\_\_\_\_ + Local Match: \$ \_\_\_\_\_ =  
Project Total: \$ \_\_\_\_\_

19a) Total Cost per Square Mile: \$ \_\_\_\_\_ 19b) 319(h) Cost per Square Mile: \$ \_\_\_\_\_

**Applicant Certifications**

The Nonpoint Source (NPS) Pollution Program requires certain standards to be followed. To meet these requirements, applicants must indicate compliance by initialing each statement below. Failure to comply with any of these requirements will render the application ineligible.

- Applicant agrees to follow State and Federal Guidance for watershed planning.  
\_\_\_\_\_ (initial here)
- Applicant commits to providing complete and timely quarterly reports and a final report as described in the state guidance document for 319(h) projects for SFY 2006.  
\_\_\_\_\_ (initial here)
- Applicant commits to conducting an evaluation of the effectiveness of the project, including a commitment to provide monitoring data or other information that documents improvement in water quality, the reduction of pollutant loads, or other project outcomes.  
\_\_\_\_\_ (initial here)
- Applicant agrees that no water quality monitoring data may be collected prior to the Department's approval of a Quality Assurance Project Plan (QAPP). The procedures, number of sampling events, Quality Assurance/Quality Control procedures as well as other all other elements detailed in the approved QAPP will be followed.  
\_\_\_\_\_ (initial here)

I certify that I have read the entirety of this project proposal and that the information in this proposal is complete and accurate. In addition, should this project be funded in the SFY 2006 319(h) grant funding cycle, I acknowledge that this proposal will be converted into a binding contract and that the entity that I represent is committed to fulfilling the contents of that contract.

20) Person w/ Grant Acceptance Authority: \_\_\_\_\_, \_\_\_\_\_  
(name) (title)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Official use only)

Received: \_\_\_\_\_ Tracking code: \_\_\_\_\_

## Appendix D

# QUALITY ASSURANCE PROJECT PLAN (QAPP)

## Guidance for 319(h) Nonpoint Source Projects

A QAPP is a written document that describes the quality assurance procedures, quality control specifications, and other technical activities that must be implemented to ensure that the results of the project or task to be performed will meet project specifications. A QAPP must be submitted by the grantee and approved by the Department of Environmental Protection (Department) before any water quality sampling can occur through a 319(h) grant.

The following QAPP format is provided to assist 319(h) grantees in developing and packaging the document in order to minimize approval time. Once the draft QAPP is developed, grantees must submit it to the Division of Watershed Management (DWM) project manager in order to begin the review process. The project must be at the appropriate stage of completion, as delineated in the project's approved scope of work, for the draft to be reviewed, i.e., the QAPP can not be submitted until all preliminary tasks are completed. Draft QAPPs submitted prematurely will not be reviewed.

**No water quality monitoring shall begin until the QAPP has been approved by the Department. Any sampling done prior to securing an approved QAPP will not be considered within the project's scope of work and the Grantee will not receive financial reimbursement for such sampling.**

Please Note:

- (1) The Grantee must submit the draft QAPP only at the appropriate stage of the project, that is, when all required tasks, as outlined in the executed contract, which precede sampling are completed and agreed to by the Department.
- (2) The Grantee must submit the draft QAPP (without signatures) to the appropriate DWM 319(h) Project Manager.
- (3) Once the Grantee has received comments back from the Department, the Grantee shall revise the QAPP to address said comments and submit the final QAPP (with signatures) to the 319(h) Project Manager.
- (4) The 319(h) Project Manager will secure all Department signatures and provide the Grantee with an approved QAPP.

**Unless otherwise approved by the Department, there shall be no less than eight (8) successful sampling events per sampling location.**

For Grantees unfamiliar with QAPP procedures and protocol, a meeting with Department QAPP staff will be coordinated in order to facilitate this process. Please contact your 319(h) Project Manager to make those arrangements.

The 319(h) QAPP guidance was developed based upon USEPA's document entitled "EPA Requirements for Quality Assurance Project Plans, EPA QA/R-5" (EPA/240/B-01/003). This document as well as additional information regarding QAPPs can be found at [www.epa.gov/quality/](http://www.epa.gov/quality/).

**QUALITY ASSURANCE PROJECT PLAN (QAPP)**

*Name of 319(h) Grant*  
*Contract RPF # XXXXXXXX*

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*QAPP Preparer*

*Affiliation*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

*Preparer's Organization QA/QC Officer (if there is one)*

*Affiliation*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

*319(h) Grantee, 319(h) Grantee*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

*NJDEP Staff, 319(h) Project Manager*

*Appropriate Bureau*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

*Helen Rancan, Statewide NPS Coordinator*

*Bureau of Watershed Planning*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Marc Ferko, Quality Assurance Officer*

*Office of Quality Assurance*

Names of other organizations involved in project (such as field operations manager, laboratory managers, State, and Federal agency officials, etc.) should be included on this cover sheet as well as the Distribution List.

Chapter Letter \_\_\_\_\_ Section Number \_\_\_\_\_  
Date \_\_\_\_\_ Revision Number \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

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Appendix A – Attachment D (Scope of Work) from executed contract

Appendix B – Map(s) with monitoring locations identified in Section 6

**Section 3: Distribution List**

Individuals and their organizations who need copies of the approved QAPP and any subsequent revisions.

<b>Name</b>	<b>Organization</b>	<b>Address</b>	<b>e-mail</b>
<i>Project Manager</i>			
<i>QA Officer</i>			
<i>Grantee</i>			
<i>319(h) Project Manager</i>	NJDEP – Division of Watershed Management Bureau of Watershed Planning	401 E. State Street, P.O. Box 418, Trenton, NJ 08625-0418	Fname.Lname@dep.state.nj.us
Helen Rancan	NJDEP – Division of Watershed Management Bureau of Watershed	401 E. State Street, P.O. Box 418, Trenton, NJ 08625-0418	Helen.Rancan@dep.state.nj.us
Marc Ferco	NJDEP – Office of Quality Assurance	PO Box 424 9 Ewing Street, 2nd Flr. Trenton, NJ 08625-0424	Marc.Ferco@dep.state.nj.us

**Section 4: Project/Task Organization**

Identify individuals or organizations involved in the project and discuss their specific roles and responsibilities. Include the principal data users, the decision makers, the project QA manager, and all persons responsible for implementation. Provide a concise organization chart showing the relationships and the lines of communication among all project participants.

**Section 5: PROBLEM DEFINITION/BACKGROUND**

State the specific problem to be solved, decision to be made, or outcome to be achieved, include the source and cause of impairments (from 303(d) list) known problems, conflicts or threats (from experience or other studies) and known efforts to address (from experience or other studies).

**In Appendix A include Attachment D (approved scope of work) from the executed contract.**

**Section 6: PROJECT/TASK DESCRIPTION**

Describe all work to be performed, products to be produced and the schedule for implementation needed to resolve the problem described in Section 5. **Maps and tables that show and state the geographic locations of field tasks must be provided.**

**Section 7: Quality Objectives and Criteria**

Describe quality objectives and performance criteria to achieve those objectives.

**Section 8: Training Requirements and Certification**

Identify and describe any specialized training/certifications needed by personnel in order to successfully complete the project. Discuss the training will be provided and how the necessary skills will be assured and documented.

**Section 9: Documentation and Records**

Describe the process and responsibilities for ensuring the appropriate project personnel have the most current approved version of the QAPP, including version control, updates, distribution and disposition.

Itemize the information and records which must be included in the data report package and specify the reporting format for hard copy and any electronic forms. Records can include raw data, data from other sources such as databases or literature, field logs, sample preparation and analysis logs, instrument printouts, model input and output files, and results of calibration and QC checks.

Identify any other records and documents applicable to the project that will be produced, such as audit reports, interim progress reports, and final reports. Specify the level of detail of the field sampling, laboratory analysis, literature or database collection, or modeling documents or records needed to provide a complete description of any difficulties encountered.

Specify or reference all applicable requirements for the final disposition of records and documents, including location and length of retention period.



### Section 12: Sample Handling and Custody Procedures

Describe how samples should be handled, transported, and then received in the laboratory or office. Include how handling and custody is documented--through field notebooks or forms, etc--and identify responsible personnel. For parameters measured in this project, provide information on container, volume, initial preservation, and holding times in the table below. Identify chain of custody procedure. Form may be attached.

**Table. (Section 12). Sample handling and custody**

Parameter	Container	Volume	Initial Preservation	Holding Time

### Section 13: Analytical Methods Requirements

Provide reference to the analytical procedures, including field measurements and laboratory that will be used in the study.

**Table. (Section 13) Field and Laboratory analytical methods**

Analyte	Laboratory / Organization	Project Action Limit (units, wet or dry weight)	Project Quantitation Limit (units, wet or dry weight)	Analytical Method		Achievable Laboratory Limits	
				Analytical Method/ SOP	Modified for Method yes/no	MDLs	Method
e.g. pH	<b>Field:</b> monitoring by field staff	6 - 9 pH units	NA	Standard Methods (*) 4500H+B  FDCC Field SOP 1	None		
e.g. Total coliform and E. coli	<b>Lab:</b> In-house laboratory	< 20 MPN/100mL for E. coliforms	2 MPN/100mL	Standard Methods 9223B Enzyme substrate method	None	Not applicable	2 MPN/100 mL

(\*) Standard Methods for the Examination of Water and Wastewater, 20<sup>th</sup> edition.

**Section 14: Quality Control Requirements**

Provide description of QC activities for this project

**Table. (Section 14) Sampling (Field) QC**

Matrix:		
Sampling SOP:		
Analytical Parameter(s):		
Analytical Method/SOP Reference:		
# Sample locations:		
<i>Field QC</i>	<i>Frequency/Number per sampling event</i>	<i>Acceptance Limits</i>
Equipment Blanks		
Field Blanks		
Trip Blanks		
Cooler Temperature		
Field Duplicate Pairs		
Collocated Samples		
Field Splits		
Field Matrix Spikes		
Other:		

**Table. (Section 14) Analytical QC.**

Matrix:		
Sampling SOP:		
Analytical Parameter(s):		
Analytical Method/SOP Reference:		
# Sample locations:		
<i>Laboratory QC</i>	<i>Frequency/Number</i>	<i>Acceptance Limits</i>
Method Blank		
Reagent Blank		
Storage Blank		
Instrument Blank		
Lab. Duplicate		
Lab. Matrix Spike		
Matrix Spike Duplicate		
Lab. Control sample		
Surrogates		
Internal Standards		
Others:		

### Section 15: Instrument/Equipment Testing, Inspection and Maintenance Requirements

List equipment and provide testing, inspection and maintenance information in narrative form or in table below. Information such as availability/location of spare parts, corrective action should be identified only if these items are not addressed in the SOP.

**Table. (Section15) Testing, inspection, maintenance of sampling equipment and analytical instruments**

<i>Equipment / Instrument</i>	<i>Maintenance Activity, Testing Activity or Inspection Activity</i>	<i>Responsible Person</i>	<i>Frequency</i>	<i>SOP Reference</i>

### Section 16 Instrument/Equipment Calibration and Frequency

**Table. (Section 16) Testing, inspection, maintenance of sampling equipment and analytical instruments**

<i>Equipment / Instrument</i>	<i>SOP reference</i>	<i>Calibration Description and Criteria</i>	<i>Frequency of Calibration</i>	<i>Responsible Person</i>

### Section 17 Inspection/Acceptance Requirements

Provide a list of project supplies (e.g. standard materials and solutions, sample bottles, nets and reagents and consumables) that may directly or indirectly affect the quality of the results, specify criteria for acceptance, and identify persons responsible. Provide the information in narrative form or use table below.

**Table. (Section 17) Inspection/acceptance testing requirements for consumables and supplies**

<i>Project-Related Supplies / Consumables</i>	<i>Inspection / Testing Specifications</i>	<i>Acceptance Criteria</i>	<i>Frequency</i>	<i>Responsible Individual</i>

### Section 18: Data Acquisition Requirements

Provide information on data that will be obtained from existing data sources. Include how the types of data mentioned will be used and its relevance to the project. Describe the measures of data quality that you will use to judge whether the data are acceptable for their intended use. Identify any types of data your project uses that are not obtained through your monitoring activities. Examples include historical information, information from topo maps or aerial photos, or reports from other monitoring groups.

### Section 19: Data Management

Trace the path the data take, from field collection and lab analysis to data storage and use. Discuss how accuracy and completeness of field and lab forms will be checked, and how to minimize and correct errors in calculations, data entry to forms and databases, and report writing. Provide examples of forms and checklists. Identify the computer hardware and software that will be used to manage the data. Include the process for assuring that applicable EPA information resource management requirements are satisfied (see EPA Directive 2100). Other EPA standards may apply; all must be satisfied and described in the plan.

### Section 20 Assessment and Response Actions

Describe the project assessments planned including type of assessment, frequency and number of assessments and approximate time periods. Also identify individual(s) responsible for conducting assessments. Describe the scope of authority that the reviewer has, and who has the authority to issue a stop-work order. Describe how and to whom assessment information should be reported. Describe process for corrective action. Include how actions are to be addressed, by whom, and how they are verified and documented.

### Section 21: Reports

Identify all interim and final reports, including project QA status reports, which will be written during the project term. Identify frequency of reporting, responsible individuals, and report recipients. Information may be provided in narrative or tabular form below:

**Table. (Section 21) QA management reports**

<i>Type of Report</i>	<i>Frequency (daily, weekly, monthly, quarterly, annually, etc.)</i>	<i>Projected Delivery Dates(s)</i>	<i>Person(s) Responsible for Report Preparation</i>	<i>Report Recipients</i>

### Section 22: Data Review, Verification and Validation

Describe the criteria for deciding to accept, reject, or qualify project data in an objective and consistent manner. If applicable, include any subsequent activities and criteria that will review data a second time for data that fails to pass the first review. Procedures are to be discussed in the next element.

### Section 23: Validation and Validation Methods

Provide a description of how the project data will be verified and validated. Describe the process to show how errors will be handled and this information given to the data users. Reference and attach any necessary forms and checklists to the QAPP. Identify the individuals to be involved in these efforts. Describe how any issues will be resolved and identify who has the authority for resolving them. Describe how results will be conveyed to data users. Attach copies of the applicable SOPs, checklists, forms, and calculations to be used in an appendix to the QAPP.

### Section 24: Reconciliation with Data Quality Objectives

Describe how the results will be evaluated to determine whether the project's objectives have been satisfied. This assures that the data has already met all data quality objectives and other quality issues. The outcome is whether the data does or does not support the original hypothesis or whether the data is not robust enough to make the determination. Describe proposed methods (statistical or scientific) to analyze the data so as to determine possible anomalies or departures from assumptions made when the project was planned. Statistical analyses may include tests for outliers, trends and dispersions. Describe how limitations in data use will be reported to the data users.

**Appendix E**  
**Division of Watershed Management**  
**SFY 2006 319(h) Quarterly Reporting Requirements**

**Title Page or Cover**

Title of Project

Grant Project RP Number

Contact person or project manager/address/telephone number of grantee

Report Period

**Summary of Progress to Date:** Must include major project activities implemented, number of sites addressed, progress in attainment of the project objective, timelines, percentage of task complete, etc.

**Slippage Report:** Must describe any slippage in project timeline or budget along with an explanation and revised timetable, budget, and new completion schedule. Please note that project no cost time extensions must be applied for through the project manager and will only be granted when the grantee has demonstrated unforeseeable project setbacks. No project will be granted more than one no cost time extension unless an exception is given from the Director of the Division.

**Problems/Issues:** Must describe any problems encountered in project implementation, such as unanticipated events and their consequences, along with a description of the solutions applied (should cross-reference the slippage report is applicable).

**Additional Information:**

- Summary of Activities Planned in Next Project Period
- Attachments (as appropriate)
- Surveys
- Monitoring data and/or results
- Attendance sheets

**All Quarterly Reports Must Include an Expenditure Report**

An expenditure report, also known as Attachment C in the executed grant agreement, is required to be submitted with every quarterly report. If there are no expenditures for the work period, the Expenditure Report must still be submitted indicating \$0 in the total. Fiscal Information should include: time sheets, phone logs, mileage logs, bills, and receipts for expenditures related to the project.

**Appendix F**  
**Division of Watershed Management**  
**SFY 2006 319(h)**  
**Final Report Requirements**

**The final report must be submitted with three (3) full color hard copies and an electronic version. The report must include the following information:**

**Front Cover /Title Page**

- Project Title
- Project Identification Number
- Identify the watershed's HUC 11 number and name in which the project is located
- Grantee's name, address, and phone number
- Name/address/telephone number of organization completing the project
- Project Partners names and addresses
- Date of the Report
- Date of Project Completion

**Identification and Disclaimer**

Identification of funding sources and disclaimer (if required)

**Executive Summary**

A brief abstract of the project that can also serve as a stand-alone document and includes the following information:

- Description of project area
- Summary of the existing conditions addressed
- A brief summary of the overall project (i.e., its goals, methodology, locations, affected, time frame)
- Highlight major results or outcomes of the project
- Project implications and recommendations

**Evaluation Approach and Methodology**

Presents a brief background on the method for evaluating project success, possible applications of results, and includes the following:

- List of major questions answered by the evaluation
- Description of the overall evaluation design and schedule of data collection
- Description of the evaluation techniques and targets and why those approaches are an appropriate measure of success.

### **Results of Project and Evaluation**

The project evaluation should include at a minimum the following information:

- A summary of results
- A detailed evaluation of findings, including relevant tables, graphs, charts
- A breakdown of findings by relevant variables
- An integration of results from multiple qualitative and quantitative data sources
- Implications and Recommendations
- A statement of implications of the project
- Specific recommendations for future action
- Suggested means for disseminating project results
- A description of strategies for assuring utilization of project results
- Submission of as-built plans for implementation projects

## Appendix G

# Nationally Mandated Data Elements for Section 319(h) Grants Reporting and Tracking System (GRTS)

The following are mandated reporting elements for State Section 319(h) Programs:

### 1. Project Identification

**NPS Program or Project Title**

**NPS Category** (choose from list)

- a. Primary Category (e.g., agriculture, silviculture, or hydrologic modification)
- b. Secondary Category of Pollution (e.g., non-irrigated crop production, road construction/maintenance, or riparian area degradation)

**NPS Functional Category** (choose from list)

**NPS Waterbody Type** (choose from list)

**NPS Stream Reach Code** (linked to WATERS for easy on-line identification; for estuaries, latitude/longitude are used in lieu of a stream reach code)

**Pollutant Type** (choose from list)

**TMDL Check-off** (identifying projects that consist of the development of a NPS TMDL; the development of a watershed-based plan to implement a TMDL; or the actual implementation of such a plan)

**Clean Lakes Check-off Boxes** (yes/no, and if yes, 3 follow-up questions)

### 2. Project Description

**Best Management Practices** (choose from list, or enter a new one if not listed)

**Pollutant Type** (choose from list)

**Project Description** (text field with template provided)

### 3. Accounting for Results on the Ground

#### a. Load Reductions for Projects Designed to Reduce Nutrients and/or Sediment

- Identify if project is a BMP implementation project for nutrients or sediment
- If so, provide an estimate of sediment and/or nutrient load reductions
- State whether estimate is based on monitoring or modeling
- Name of model

**b. Wetlands/Streambanks/Shorelines:** Account for feet of streambanks/shorelines restored or protected, and acres of wetlands restored or protected