

# 2013 Watershed Assistance Grants PROPOSAL INFORMATION PACKAGE



**SUBMISSION  
DEADLINE**



**4:00pm  
November 21, 2012**

## I. Introduction

The New Hampshire Department of Environmental Services (DES) is pleased to announce the availability of Watershed Assistance Grants to support local initiatives to restore impaired waters or protect high quality waters.

Funds for DES Watershed Assistance Grants are appropriated through the U.S. Environmental Protection Agency under Section 319 of the Clean Water Act. Approximately \$450,000 will be available for Watershed Assistance projects this year, pending EPA and State approvals and federal budget appropriations. Preliminary EPA guidance indicates that a “substantial majority” of funds must be used to restore impaired waters with the remainder used to protect high quality waters. Based on expected budget requirements to complete a comprehensive watershed-based project of this nature, we anticipate funding in the range of 5 to 8 projects this year.

Due to anticipated §319 Grant guideline revisions (final guidance is expected in November 2012) from EPA, there have been some notable changes in this grant program from prior years:

- 1) Due to a shortened application timeline, we are no longer requesting pre-proposals. DES staff members will be available to assist you in developing a comprehensive, outcome based proposal for your project. **Please contact us any time if you have any questions.**
- 2) EPA is expected to release a revised draft MS4 permit for public comment. 319 funds cannot be used for activities required by an MS4 permit. Until reissuance has occurred, refer to the 2008 draft permit on EPA’s website. **Please contact us if your proposed project area is within a regulated MS4.**
- 3) The new 319 guidelines limit funding available for preparing watershed-based plans. We anticipate having a total of \$50,000 available for planning projects, which may only fund 1 or 2 projects.
- 4) The grant funds will be targeted toward the following types of projects:
  - a. Implementing completed watershed plans (see [http://des.nh.gov/organization/divisions/water/wmb/was/watershed\\_based\\_plans.htm](http://des.nh.gov/organization/divisions/water/wmb/was/watershed_based_plans.htm));

- b. Nitrogen reducing best management practices (BMPs) in the Great Bay watershed;
- c. Projects dealing with impairments caused by hydromodification (i.e. alteration of the natural flow of water) which are likely to achieve de-listing of the impairment.

## II. Who can apply?

The following governmental subdivisions and non-profit organizations are eligible to receive Watershed Assistance Grants. **Non-profit organizations must be registered with the [N.H. Secretary of State](#).** Other groups may also apply for grant funding by partnering with the following organizations:

- Municipalities
- Regional Planning Commissions
- Non-profit Organizations
- County Conservation Districts
- State Agencies
- Watershed Associations
- Lake or Pond Associations
- Water Suppliers
- Designated River Local Advisory Committees

**Note that grant funds may be used to sub-contract with private entities, such as environmental consulting or engineering firms, to complete portions of projects that are beyond the capacity of the grantee organization.**

## III. Eligible Projects

1. Watershed Assistance Grants must address specific water quality problems and result in quantifiable water quality improvement. Projects should restore impaired waters as listed on the DES web site at <http://des.nh.gov/organization/divisions/water/wmb/swqa/2010/index.htm> under 2010 "All Impaired Waters List", or address high quality waters in such a way that success can be evaluated based on measurable progress toward water quality goals.
2. A project must plan or implement measures that **prevent, control, or abate nonpoint source (NPS) pollution**. Projects should:
  - Encourage, require, or achieve structural or non-structural BMP implementation on a **watershed scale** to abate existing nonpoint sources, or prevent NPS pollution through better land use management.
  - Be feasible, practical and cost effective.
  - Provide an informational, educational, and/or technical transfer component.
3. Projects must not use grant funds to implement requirements of a Small Municipal Separate Storm Sewer System (MS4) Permit, the Multi-sector general permit, or the construction permit.

4. Single site BMP projects are typically not funded under this program unless such projects result in restoration of a documented water quality impairment. Watershed improvements often require BMPs at multiple sites as well as watershed-wide behavior change.
5. The project must address the required elements “a through i” for watershed management plans (see Section 8 of the Proposal Form for details).

## IV. Grant Requirements

1. Grant Recipients must enter into a **Grant Agreement** with the State of New Hampshire to receive funds. Grant agreements will require Governor and Executive Council approval. The State of New Hampshire requires the following documentation for execution of Grant Agreements (this documentation is **not required at the time of Full Proposal submission**, but will be needed prior to awarding funds):
  - a) **Vendor Code** - issued following the organization’s submittal of the W-9 form. (This form provided by DES. Grant Recipients that have received funds from DES in the past will already have a Vendor Code on file).
  - b) **Notarized “Grant Agreement”** (the “contract”) – provided by DES, signed by the Grant Recipient, and then notarized.
  - c) **Notarized “Certificate of Authority”** form – provided by DES, signed by the Grant Recipient, and then notarized (Note: The Certificate of Authority indicates that the person signing the Grant Agreement has authority to do so).
  - d) **An original “Certificate of Existence”** or **“Certificate of Good Standing”** form from the N.H. Secretary of State (Note: This certificate indicates that an organization has filed its Articles of Agreement with the Secretary of State, and is registered and in good standing).
  - e) **Certificate of Insurance** indicating that the Grant Recipient has the required insurance coverage (statutory worker’s compensation; employees liability; comprehensive public liability of \$2,000,000 for bodily injury or death any one incident, and \$500,000 property damage any one incident).
2. Grantees must **provide matching funds of at least 40% of the total project cost** (not 40 % of the grant amount requested) in non-federal funds and/or in-kind services. One way to calculate the required match is to multiply the grant funds requested by 0.667. Volunteer labor can be valued at \$21.29 per hour (see [independentsector.org](http://independentsector.org) for methodology), or at the current professional rate for services provided.
3. Organizations are required to conduct **competitive procurement processes** for contractor selection and other purchases, and to make a good faith effort to hire disadvantaged businesses. Procurement guidance documents for [non-profit organizations](#) or [local government agencies](#) are available on the DES website. A list of [disadvantaged business enterprises](#) is available on

NHDOT's website and on the [U.S. Small Business Administration](http://www.sba.gov) site. For assistance contact Jeff Marcoux at (603)271-8862, or [jeffrey.marcoux@des.nh.gov](mailto:jeffrey.marcoux@des.nh.gov).

4. Indirect costs shall not exceed 15 percent. Indirect costs include two broad categories: "Facilities" and "Administration." "Facilities" is defined as depreciation and use allowances on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. "Administration" is defined as general administration and general expenses such as the director's office, accounting, personnel, library expenses and all other types of expenditures not listed specifically under one of the subcategories of "Facilities."

## V. Documentation Requirements

Project managers will be responsible for **evaluating and documenting the environmental benefits or behavior changes** resulting from the project. Please note that *all* projects must evaluate environmental benefits. Quantitative measures include:

- Load reductions of nutrients and sediments to receiving waters using an EPA approved method such as the STEPL or Region 5 Model to calculate estimated reductions for your project. See the spreadsheets and instructions at [http://it.tetrattech-ffx.com/steplweb/models\\$docs.htm](http://it.tetrattech-ffx.com/steplweb/models$docs.htm).
- Monitoring results of water quality improvements such as reductions in bacteria concentrations.
- Results of physical restoration such as the number of acres of wetland restored, the linear feet of riparian buffers planted, or the miles of restored fish habitat.

### 1. Quality Assurance Documentation:

All projects using or generating environmental data must develop a quality assurance project plan (QAPP) or a site specific project plan (SSPP), depending on the project type. **Please note that it can take several months to complete the writing and approval process, and that the QAPP or SSPP must be approved before the project work governed by it can begin.** For guidelines on the development and approval of QA documents, please visit the DES [QAPP website](#) or contact Jillian McCarthy at (603) 271-8475, or [jillian.mccarthy@des.nh.gov](mailto:jillian.mccarthy@des.nh.gov).

- Projects conducting water quality or other monitoring activities to document environmental benefits will be required to complete an individual **quality assurance project plan (QAPP)** to document the monitoring activities using the following guidance documents, as applicable:
  - *EPA Requirements for Quality Assurance Project Plans* (EPA QA/R-5), EPA/240/B-01/003, March 2001. Online at [www.epa.gov/quality/qs-docs/r5-final.pdf](http://www.epa.gov/quality/qs-docs/r5-final.pdf) or contact DES for a hard copy.
  - *The Volunteer Monitor's Guide to QAPPs*, EPA 841-B-96-003, Sept. 1996. Online at [www.epa.gov/owow/monitoring/volunteer/qappcovr.htm](http://www.epa.gov/owow/monitoring/volunteer/qappcovr.htm) .
- Projects involving stream restoration, microbial source tracking, watershed surveying, estimation of nutrient and sediment load reduction, or are involved in established monitoring programs, such as the Volunteer River Assessment Program (VRAP) may be able to complete

a **Site Specific Project Plan (SSPP)** to satisfy the quality assurance requirements of the grant program in accordance with the *New Hampshire Section 319 Nonpoint Source Grant Program Quality Assurance Project Plan*, October 17, 2008.

## 2. Outreach Documentation

The success of outreach campaigns in influencing behavior changes can be verified through pre- and post project surveys; changes in local ordinances; number of web-site hits; and actual documented observations.

## 3. Photo Documentation

If “before and after” photos will be used to demonstrate success, the DES standard operating procedure (SOP) should be followed. It can be found on the [Resources for Grantees section of the DES website](#), or may be obtained from the DES project manager.

# VI. Reporting Requirements

The following reporting requirements will apply to all projects selected and approved for funding.

## 1. Federal Funding Accountability and Transparency Act (FFATA) Reporting

A. The applicant must provide their Data Universal Numbering System (DUNS) number. If an applicant does not have a DUNS number, they must obtain one in order to complete the application. DUNS registration can be completed through Dun and Bradstreet at [www.dnb.com](http://www.dnb.com) or by calling 1-866-705-5711.

B. The applicant must provide their Executive Compensation Data, when applicable, including: The names and total compensation of the five most highly compensated officers if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; and \$25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1). **Note:** Total compensation is the cash and non-cash dollar value earned by an executive during the preceding fiscal year and includes the following: salary and bonus; awards of stock; earnings for services under non-equity incentive plans; change in pension value; and, above-market earnings on deferred compensation which is not tax-qualified.

## 2. Semi-annual progress reports

Semi-annual progress reports must be submitted electronically by June 15 and December 15 of the project period. This will allow grantees to communicate with DES staff regarding progress in meeting performance targets. [Semi-annual report forms](#) are available on the DES website.

## 3. Pollutants Controlled Reports (PCR)

PCR Reports are required for all projects that involve pollutant load reduction, or resource restoration. The report must be submitted to DES within two weeks following BMP

implementation. The PCR report form can be found on the [Resources for Grantees section of the DES website](#), or may be obtained from the DES project manager.

#### 4. Final Report

A comprehensive final report must be submitted in both electronic and hard-copy to DES on or before the project completion date. There are specific DES and EPA requirements regarding the information provided in the final report. The [final report guidelines](#) are available on the DES website.

## VII. Evaluation Criteria

The Watershed Assistance Section grants review team will review and rank the Full Proposal submissions based upon the following criteria (up to 100-points possible):

Criteria		Max Points
Water Quality Improvement (either/or)	<b>Impaired Waters:</b> Project will achieve or lead to removing an impairment from the 305(b) list, resulting in a 319 Success story (see <a href="http://water.epa.gov/polwaste/nps/success319/">http://water.epa.gov/polwaste/nps/success319/</a> ).	35
	<b>High Quality Waters:</b> Project will achieve or lead to quantifiable progress toward water quality goals in high quality watershed.	25
Cost to Benefit Ratio	Ranking will assign the highest scores to projects that achieve or lead to the most significant water quality benefit per dollar.	15
Local Capacity	Commitment of the applicant's support network, and capacity to complete the proposed project. Ranking will be based upon the grantee's description and/or demonstration of their team's ability to successfully complete the proposed project.	25
Relative Value of the Water body	The degree to which the public currently uses and values the water body. Consider the availability (access), and extent of use. Consider uses including, but not limited to: drinking water supply; public recreational opportunities; aquatic and terrestrial habitat benefits; and potential for increased public use and improved habitat	15
Proposal Thoroughness	General quality and completeness of the application package.	10
Bonus	Implements completed watershed-based plan (5 pts) Implements nitrogen-reducing BMPs in Great Bay (5 pts) Likely to de-list hydromodification impairment (5 pts)	10
Total Maximum Points		110

Project proposals will be selected based upon scores received through ranking, availability of funding, and final EPA review and final State approvals of the proposal. Please visit the DES Watershed Assistance Section grants website to access the [database of past projects](#) funded through the grants program.

## VIII. Deadline and Submission Methods

Submit an **electronic copy and 2 signed copies** of the proposal form. Submit signed copies via mail or hand delivery to:

NH Department of Environmental Services  
 Attention: Jeff Marcoux  
 Watershed Assistance Section  
 PO Box 95  
 Concord, NH 03302-0095



**For overnight shipping or hand deliveries, our address is:  
 29 Hazen Drive  
 Concord, NH 03301-6509**

E-mail electronic copies in Microsoft Word or PDF file formats to [jeffrey.marcoux@des.nh.gov](mailto:jeffrey.marcoux@des.nh.gov)  
 If your file is too large to be e-mailed, please provide electronic files on compact disk.

## IX. Time Table for Grant Agreement Processing

We anticipate that funding decisions will be made by January 2013 so that contracting can be completed in time for the 2013 outdoor working season. Please note that project funding is pending DES/ EPA approval of your proposal and Federal budget appropriations.

Total time to process a grant agreement once the Full Proposal is received from an organization is approximately **6 months**, as shown in the following table:

PROCESS	APPROXIMATE TIME FRAME
<b>Full Proposal submission deadline</b>	<b>November 21</b>
Make final selection of proposals and provide DES/EPA review comments to applicant.	<b>January</b>
Draft Grant Agreements for satisfactory proposals and send to organizations for signatures.	<b>January - February</b>
DES Commissioner and N.H. Attorney General’s office review grant agreements.*	<b>February*</b>
Submit grant agreements to Governor and Executive Council for approval.	<b>March</b>
Governor and Council approval.	<b>April - May</b>
Project may begin.	<b>May</b>

\* If an organization has not registered with the Secretary of State, this process may be delayed.

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