

Application Instructions
Ohio Watershed Coordinator Grant Program
~Implementation Phase~

Proposal Package Check-list:

- One Original Signed Application Package:
 - Proposal Cover Sheet (original signatures)
 - Proposal Narrative
 - Complete and accurate budget detail
 - Implementation Project Priority Summary and Action/Deliverables Worksheets
 - Watershed map
 - Match Commitment Forms (original signatures)
 - Letters of Collaboration
 - Memoranda of Understanding (if applicable)
 - Most recent annual financial statement summary with recommendations and findings*
 - Proof of bonding insurance*
(Minimum annual coverage equal to annual grant request plus cash match)
 - IRS determination letter of 501(c)3 status*

*Applicable to nonprofit applicants only.

- One electronic copy of the entire application package in “pdf” format on CD.

Format Requirements:

- Minimum 10 pt. standard font
- Single-spaced
- Minimum ½ inch margins
- Narrative sections within specified page limits

Delivery Address:

Ohio Watershed Coordinator Grant Program
Attn.: Greg Nageotte
ODNR, Division of Soil and Water Resources
2045 Morse Rd., Building B-3
Columbus, OH 43229-6693

Application Deadline:

Friday, November 4, 2011

Applications must be complete and received and/or postmarked by the above date to be considered for funding. Applications postmarked (or hand-delivered) after this date will be returned to the applicant without further consideration.

Application Instructions

Read instructions completely prior to beginning to prepare the application. If you have any questions, please contact a program representative listed in the RFP.

Proposal Cover Sheet:

Complete the entire form using space provided according to the following guidelines:

Sponsor Organization or Agency: Name of the legal entity receiving the grant. The grant sponsor will employ the watershed coordinator on behalf of a diverse watershed partnership. The watershed coordinator will also be housed with the sponsor unless other arrangements are approved by the Division of Soil and Water Resources (DSWR). Also provide the requested contact information.

Grant Manager: This individual will serve as the primary contact on behalf of the sponsor in regard to all programmatic matters related to the grant. *This person may NOT also be employed as the watershed coordinator.* The grant manager will review and certify all grant reports submitted to DSWR. This individual will also typically serve as the day-to-day supervisor of the watershed coordinator. Also provide the requested contact information.

Fiscal Manager: This individual will serve as the primary contact on behalf of the sponsor in regard to all fiscal matters related to this grant. *This person may NOT also be employed as the watershed coordinator or the grant manager.* The fiscal manager will maintain grant accounts accurately and in good standing, and will certify all fiscal reports submitted to DSWR. This individual will also serve as the sponsor contact in the event of a grant audit. Also provide the requested contact information.

Type of Organization: Describe the sponsor agency or organization with the most applicable of the following categories: soil and water conservation district (SWCD), regional planning agency, local government, nonprofit organization, or university.

Tax ID #: Unique identification number assigned to the sponsor agency or organization by the US Internal Revenue Service.

Federal DUNS Reporting #: The Data Universal Numbering System, abbreviated as DUNS or D-U-N-S, is a system developed and regulated by Dun & Bradstreet (D&B), that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. A DUNS number may be obtained by following the instructions here:

http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf

Watershed Name: Provide the common name of the watershed associated with this grant. This name should be brief and descriptive. Common watershed names such as Mill Creek, Mud Creek, should also include a basin identifier such as Mill Creek (Muskingum R.). Names using terms such as "Lower" and "Upper" will be renamed by DSWR in all official materials as follows, "Mill Creek, Upper."

Watershed Size: Provide the size of the watershed in square miles. Watersheds 100 square miles or less are preferred. You may utilize the OhioERIN.com "watershed report" tool to look up each sub-watershed by 12-digit Hydrologic Unit Code (HUC). Each report includes a square mile value.

Watershed Area: List applicable 12-digit HUCs for all sub-watersheds associated with this grant. 14-digit HUCs will not be accepted. 12-digit HUCs may NOT be split. The smallest area eligible for this grant is a single 12-digit HUC.

Collaborating Organizations: List all partner agencies and organizations providing letters of collaboration. Entities providing match are required to submit letters of collaboration. Potential collaborating agencies may include health departments, park districts, environmental organizations, and any entity key to

successful implementation. SWCDs are considered critical partners for all nonpoint source implementation projects, therefore, when the sponsor entity is not an SWCD it is strongly encouraged that letters of collaboration are obtained from all watershed SWCDs. Likewise, SWCD sponsors are strongly encouraged to obtain letters of collaboration from other SWCDs of the watershed.

Budget Summary: Enter total grant funds requested, cash match, and total program cost rounding to the nearest dollar. These values must match values provided in budget detail form.

Executive Signature: Obtain the signature (blue ink) of the legal executive of the sponsor entity. This individual must be legally authorized to enter into agreements on behalf of the sponsor, preferably a board chair, president, or similar officer. Also, include date of signature, and print the name and title of the signer.

Proposal Narrative:

Provide a succinct proposal, organized according to the following format. Illustrations, flow-charts, diagrams, and additional tables may be used to provide relevant information within the constraints of page limitations.

A. Watershed Partnership Description (Maximum 2 pages)

1. Delineate key partners/stakeholders (e.g., local government agencies, park districts, environmental groups, business interests, etc.) and describe each of their roles, services, and contributions to the watershed partnership. Concrete examples of how the partner serves the watershed partnership are beneficial, e.g. County Health Dept. inspects all HSTS within the watershed and provides data regarding restoration activities. SWCDs are considered critical partners for all nonpoint source implementation projects, therefore, when the sponsor entity is not an SWCD it is strongly encouraged that letters of collaboration are obtained from all watershed SWCDs. Likewise, SWCD sponsors are strongly encouraged to obtain letters of collaboration from other SWCDs of the watershed.
2. Describe how the watershed partnership is formally and informally organized including governing boards, committees, sub-committees, work-groups, etc. Diagrams may be useful.
3. Explain the history of how and why local partners became organized on a watershed basis. Include information about pivotal individuals, organizations, time-frames, motivations, etc.
4. Describe the decision-making process among watershed partners that resulted in the sponsor entity submitting this proposal on behalf of all the partners. Also, provide the rationale for the sponsor applicant as the best entity to serve as the watershed coordinator employer/sponsor on behalf of the watershed partnership.

B. Watershed Coordinator oversight and administration (Maximum 2 pages)

1. Provide details regarding where the watershed coordinator will be physically located, including office space and equipment to be provided.
2. Describe the selection criteria and process for the watershed coordinator position for this watershed. What skills and aptitudes will be important for an individual hired to lead local stakeholders in this specific watershed? If a watershed coordinator is already employed, provide a summary of the individual's experience, education and qualifications.
3. Describe the organizational structure of the applicant/sponsor and the administrative structure and capacity of the applicant to employ a watershed coordinator, i.e. fiscal administration, staffing, executive function. What administrative/organizational duties will the watershed coordinator be responsible for?
4. Describe how watershed coordinator will be supervised on a day-to-day basis. Include the qualifications and experience of the watershed coordinator's supervisor.

5. Describe how watershed partners/stakeholders other than the applicant/sponsor will be involved in directing and advising the watershed coordinator. How will the applicant/sponsor ensure that the watershed coordinator is following consensus programmatic direction of the entire watershed partnership?

C. General Water Quality Characterization and Land Use Conditions (Maximum 2 pages)

1. Summarize the factors impacting water quality in the watershed utilizing available sources of information such as: Ohio EPA Integrated Water Quality Report, TMDL reports, USGS reports, university publications, etc. (Reference the endorsed WAP by chapter and page).
2. Describe water resource issues of greatest importance to the citizenry and land managers (e.g. farmers) of the watershed. (Reference the endorsed WAP by chapter and page)
3. Summarize all major water quality implementation projects completed, underway, or planned within the watershed. Include any measured results, funding amounts and sources.

D. Implementation Priorities and Project Scope (No Limit)

1. For each WAP implementation priority to be associated with this grant, complete a separate "Priority Project Summary (worksheet D-1)" (attached). "Priority projects" represent the implementation priorities of the watershed partnership for the full 3-year term of the grant. The purpose of identifying "priority projects" is to organize and structure the primary work expectations of the watershed coordinator.

Project Number: Unique sequential integer assigned to each "priority project," e.g. 1, 2, 3, 4, and so on...

Project Name: Unique name assigned to the specific "priority project" being summarized. The name should be briefly descriptive, e.g. Mill Creek Self-forming Channel Restoration.

Project Target Area: Experience has demonstrated that in order to generate environmental outcomes, implementation must be geographically concentrated. Therefore, the largest area acceptable for a single priority project is a single sub-watershed (12-digit HUC). Provide the 12-digit HUC associated with this priority project.

Project Type: Select one of the choices provided: restoration, prevention, or protection.

- "Restoration" projects involve active recovery of water resource habitats in order to attain water quality standards. Projects of this type include dam or levy removal, stream naturalization, floodplain recovery, riparian zone restoration, wetland restoration, etc.
- "Prevention" projects involve employment of Best Management Practices (BMPs) to reduce runoff of sediment, nutrients, pesticides and other nonpoint source pollutants causing water quality attainment problems. Prevention BMPs must be targeted sufficiently in order to result in a predictable load reduction.
- "Protection" projects involve conserving an existing critical land use within a watershed that is buffering a relatively high quality water resource, or providing an important watershed function. Typically, this involves acquisition of property with either easements or fee simple purchase; or through adoption of local statutes such as riparian or wetland setbacks.

When a project includes a combination of restoration, prevention, and/or protection strategies, describe each component separately as a different "priority project," e.g. a project to restore a stretch of stream and protect its riparian corridor with easements should be split by completing two priority project summaries.

Watershed Action Plan/TMDL Reference: Identify the section, chapter, and page number of the state endorsed watershed action plan (WAP) or TMDL where the need for this specific priority project is described.

Cause of Nonattainment: Using the WAP or TMDL, list the specific cause of nonattainment of water quality standards that will be addressed by this priority project. The cause of nonattainment is typically described in the WAP problem statements. “Causes” of nonattainment refer to the measurable violation of a water quality standard parameter or metric, e.g. sedimentation, QHEI score, etc. Leave blank if it is a “protection” project.

Source of Nonattainment: Using the WAP or TMDL, list the specific source of nonattainment of water quality standards that will be addressed by this priority project. The source of nonattainment is typically described in the WAP problem statements. “Source” of nonattainment typically refer to the land use activity resulting in the “cause” of nonattainment, e.g. habitat modification, channelization, or row crop agriculture. Leave blank if it is a “protection” project.

Technical Method: List a single specific technical method of watershed management, e.g. buffer strips, cover crops, wetland restoration, dam removal, riparian setback ordinance, etc.

Project Goal: Quantify the amount of the technical method to be achieved using appropriate units, e.g. 5 acres, 2 dams, 1 ordinance, etc.

Post Project Load Reduction: Using the WAP or TMDL, provide the annual and lifetime load reduction estimates to be achieved when the project goal is attained.

Priority Project Status: Select one of the choices provided: project planning, financial resource acquisition, or project management. Successful proposals will include a diverse portfolio of priority projects of each phase.

- “Priority Projects in the “project planning” phase are those recommended actions in the watershed action plan that watershed leaders agree are ready for implementation and will result in important water quality benefits. However, detailed planning has not occurred and financial resources are needed to initiate the project.” Therefore, the watershed coordinator’s time will primarily be spent gathering information, honing the project concept details, making sure all the relevant parties are engaged and support moving forward, and all technical and financial needs are identified.
- Projects in the “financial resource acquisition” phase are those that have completed detailed project plans as described above. The watershed coordinator will now focus on researching grants and other funding streams that are a good fit for the project, and then preparing grant applications and similar requests. This will also include assembling available local resources such as in-kind and cash match. These projects are commonly referred to “shovel-ready.”
- Projects in the “project management” phase are those that are already being actively implemented or have all the pieces necessary to initiate implementation including detailed plans and financial and technical resources. The watershed coordinator’s time will be spent working directly with land-owners/managers and contractors to ensure the project is completed according to specifications and the desired environmental outcomes are achieved. This will include verification and documentation of these outcomes.

2. For each “Priority Project Summary (worksheet D-1)” complete a corresponding “Project Actions and Deliverables Summary (worksheet D-2).” The deliverable values provided will

represent the primary grant commitments of the sponsor for the first year of the grant, progress on which will determine annual grant continuation. Approved watershed coordinator work plan/deliverables will be required each subsequent year.

Project Number: Unique sequential integer assigned to each “priority project,” e.g. 1, 2, 3, 4, and so on... This number is taken from the corresponding “Priority Project Summary (worksheet D-1)” Each priority project will have a pair of worksheets, D-1 and D-2.

Values: The actions and deliverables listed have been identified as “prime deliverables” for each category of watershed coordinator effort. Selected actions/deliverables are those the watershed coordinator must produce within the **first year** to be in good standing with the grant program. Locate the section of the form corresponding to the “Project Status” selected in the corresponding “Priority Project Summary (worksheet D-1)”: project planning, financial resource acquisition or project management. Identify those actions/deliverables within the appropriate category that best fit with the expected efforts of the watershed coordinator for the “priority project,” then enter a numeric value for each deliverable selected. Those not selected should be left blank.

3. Provide a succinct narrative description of each priority project. Describe why each project is a priority for the watershed, and delineate specific steps the watershed coordinator and other partners will take to advance this priority. You are not limited to using the actions and deliverables selected in worksheet D-2, but are encouraged to describe other activities associated with the priority project necessary to achieve the desired goals, including outreach and promotional activities.

E. Budget Detail

1. Attach a completed Budget Detail Form
 - Applicants may request up to \$105,000 for three years (\$35,000 per year maximum). Lesser requests are encouraged.
 - Proposals must include an annual cash match of at least 20% of the grant request. For example, a \$35,000 annual request requires \$7,000 of cash match. The cash match may be comprised of funds obtained from any source. If more than 50% of the watershed area is within one or more “Distressed County” as defined by the Ohio Department of Development* the sponsor cash match minimum is reduced to 10%.
 - * Distressed County Map:
<http://www.development.ohio.gov/research/documents/PIA11JUL.pdf>
 - All grant funds and associated match must be spent on the watershed compensation (wages and fringe).
 - Eligible fringe benefits include health care, retirement, unemployment*, worker’s compensation, Medicaid, etc. Only actual fringe benefit payments for the watershed coordinator are allowable. Fringe benefit costs may NOT be estimated.
 - *Sponsors who are exempted from paying unemployment compensation insurance, but pay unemployment costs only when claims are filed may not accrue (hold) grant funds to pay unemployment liabilities in case the coordinator later files for unemployment compensation.

F. Watershed Map

Attach an 8.5 x 11 inch map depicting the watershed location within Ohio and including important location features including: watershed boundary, county boundaries, major water bodies, and interstate highways.

Applicants may use the Earth Resources Information Network at OhioERIN.com.

OhioERIN Assistance:

Aaron Lantz

aaron.lantz@dnr.state.oh.us

614-265-6683.

G. Verification of Collaboration and Strength of Partnership

1. Obtain letters of collaboration from key stakeholder/partner organizations. Key stakeholder/partner organizations are those that are pledging specific support and are critical to implementation success. When the sponsor entity is not an SWCD it is strongly encouraged that letters of collaboration are obtained from all watershed SWCDs, as SWCDs are considered critical partners for all nonpoint source implementation projects. Letters signed by the legal authority (board chair, council chair, commission chair, etc.) are preferred over those signed by staff. Collaboration letters should provide a brief description of the entity's history of involvement within the watershed partnership and describe anticipated role, services, and/or funding provided to the watershed partnership, e.g. The County SWCD has and will continue to provide the watershed partnership with outreach to local land managers regarding watershed priorities and programs, and provides technical support for BMP design and installation.
2. Provide a signed Match Commitment Form for each contributor listed in Budget Table 1.
3. Provide copy of all "memoranda of understanding" formalizing the relationship and expectations between agencies/organizations within the watershed partnership.
Note: completion of new MOUs is not a requirement. Only those that were in effect prior to completion of this proposal are required.