



# 2017 Watershed Assistance Grants PART 1: INFORMATION PACKAGE



## I. Introduction

Each year NHDES solicits projects to address nonpoint source (NPS) pollution through the development and implementation of watershed-based plans in priority watersheds. Projects must comprehensively address NPS problems on a watershed basis, and must have a quantitative way to assess progress and determine success. The watershed-based plan must have a clear water quality goal. Funded projects must make reasonable progress toward achieving the water quality goal.

### **A Pre-Application Consultation is REQUIRED**

**Call or e-mail us to discuss your Pre-proposal by **October 7, 2016.**  
The Pre-proposal submittal deadline is 4:00pm on **October 21, 2016.****

- Coastal Watershed: Sally Soule (603)559-0032 or [sally.soule@des.nh.gov](mailto:sally.soule@des.nh.gov)
- All other watersheds: Jeff Marcoux (603)271-8862 or [jeffrey.marcoux@des.nh.gov](mailto:jeffrey.marcoux@des.nh.gov)

## II. General Grant Information

The New Hampshire Department of Environmental Services (NHDES) 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 NHDES Watershed Assistance Grants are appropriated through the U.S. Environmental Protection Agency (EPA) 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. Although EPA guidance requires that a "substantial majority" of funds be used to restore impaired waters, NHDES and EPA have reached an agreement to provide a significant portion of Watershed Assistance Grant funding toward the development of watershed-based plans during this grant cycle. Projects must address watersheds identified as priority watersheds, or implement existing watershed-based plans that meet the EPA Watershed Plan Elements (a) through (i) criteria. Although there is no minimum or maximum limit on project budgets and grant requests, NHDES typically selects five to eight projects each year.

### III. Grant Application Process

The Grant Application paperwork is provided in three parts: Part 1) the information packet (this document); Part 2) the pre-proposal form; and, Part 3) the full proposal form.

Project information provided on the pre-proposal forms is reviewed and ranked competitively by the NHDES grant selection team. Selected pre-proposal applicants will be invited to an interview to further discuss the project. Based on the pre-proposal and interview, selected applicants are invited to work with NHDES staff to develop and submit a full proposal. If approved, applicants will be notified of approved funding amount and a Grant Agreement will be drafted.

**Potential applicants are required to contact NHDES** to discuss the proposed project prior to beginning the pre-proposal process.

- Coastal watershed contact: Sally Soule at (603)559-0032 or [sally.soule@des.nh.gov](mailto:sally.soule@des.nh.gov)
- Other watersheds contact: Jeff Marcoux at (603)271-8862 or [jeffrey.marcoux@des.nh.gov](mailto:jeffrey.marcoux@des.nh.gov)

### IV. Grant Recipient Eligibility

Governmental subdivisions and non-profit organizations are eligible to receive Watershed Assistance Grants. Examples include:

- ✓ 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

Other groups may also apply for grant funding by partnering with governmental subdivisions or non-profit organizations. **Non-profit organizations must be registered with the N.H. Secretary of State** ([http://sos.nh.gov/Corp\\_Div.aspx](http://sos.nh.gov/Corp_Div.aspx)).

Note that grant recipients may use these grant funds to sub-contract with private entities, such as environmental consulting or engineering firms selected through an approved procurement procedure.

### V. Project Eligibility

Watershed Assistance Grants must address specific water quality problems or threats and result in quantifiable water quality improvement or protection activities. **Preference will be given to high priority watersheds as identified in the New Hampshire Nonpoint Source Management Program Plan:**

<http://des.nh.gov/organization/divisions/water/wmb/was/documents/app.pdf> (search by town or water body name)

For reference, completed watershed-based plans are listed at:[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)

➤ **Eligible Projects** are divided into two basic categories:

**1. Planning Projects** develop a new watershed-based plan that meets the EPA Watershed Plan Elements (a) through (i) listed in Attachment A; or update an existing plan to include each Element (a) through (i).

**2. Implementation Projects** implement one or more components of an existing a – i watershed-based plan or an approved alternative plan. Examples of potential alternative plans are noted below.

**Alternatives** - Projects may be eligible for funding without the required (a) through (i) watershed-based plan elements in limited circumstances such as projects which implement Total Maximum Daily Load (TMDL) plans, or where the impairment is not specific to a pollutant, e.g., stream restoration through selective dam removal. Alternative plans must be pre-approved by NHDES and EPA. Please contact NHDES staff as listed in Section III to discuss.

- **MS4 Projects may be Ineligible** - 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 General Permit. Although EPA project guidelines clarify that this provision does not apply to draft permits, it is anticipated the 2013 draft permit and 2015 draft permit sections will be finalized during this grant cycle. EPA guidance also clarifies that 319 funds may be used to fund any urban stormwater activities that do not directly implement a final MS4 permit. Therefore, we anticipate that some projects in MS4s will still be eligible. Please contact us if your proposed project area is within a regulated MS4 prior to completing the pre-proposal application to discuss eligibility.

## VI. 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 Proposal submittal**, 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 NHDES. Grant Recipients that have received funds from NHDES in the past will already have a Vendor Code on file).
  - b) **Notarized "Grant Agreement"** (the "contract") – provided by NHDES, signed by the Grant Recipient, and then notarized.
  - c) **Notarized "Certificate of Authority"** form – provided by NHDES, 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) **A current "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 per incident, and \$500,000 property damage per 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 amount is to multiply the grant funds requested by 0.667. To be credited as match, an item must be necessary to complete the project, and have a verifiable monetary value. Volunteer labor can be valued at \$23.79 per hour; please see Independent Sector's website for methodology: ([https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)). Donated professional services may be valued at the current professional rate for those services. Please contact us if you have questions about match applicability or values.
  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. Your NHDES project manager will provide assistance. Procurement guidance documents are available on the NHDES website. A list of disadvantaged business enterprises (DBE) is available on NHDOT's website <http://www.nh.gov/dot/org/administration/ofc/dbe.htm> and on the U.S. Small Business Administration site ([http://dsbs.sba.gov/dsbs/search/dsp\\_dsbs.cfm](http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm)). For assistance contact Katie Zink at (603)271-8475, or [Katherine.Zink@des.nh.gov](mailto:Katherine.Zink@des.nh.gov).
  4. **Indirect costs shall not exceed 10 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."

## VII. Documentation Requirements

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

### 1. Measurement and Modeling

Environmental conditions and improvements may be documented through physical measurement or by using approved modeling techniques. All activities that involve collection or manipulation of data must be completed in compliance with an approved quality assurance document as detailed below. Examples of measures and models 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 Models and Documentation at <http://it.tetratex.com/steplweb/default.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.

Note that all projects using or generating environmental data **must develop an appropriate Quality Assurance** document, depending on the project type. 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*, August, 2013

<http://des.nh.gov/organization/divisions/water/wmb/was/qapp/index.htm>. Other projects may be required to develop an individual Quality Assurance Project Plan (QAPP). **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 quality assurance (QA) documents, please visit the DES QAPP website (<http://des.nh.gov/organization/divisions/water/wmb/was/qapp/index.htm>).

## 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. More information on planning your outreach can be found at:

[http://des.nh.gov/organization/divisions/water/wmb/was/documents/grant\\_outreach\\_guidance.pdf](http://des.nh.gov/organization/divisions/water/wmb/was/documents/grant_outreach_guidance.pdf)

## 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 NHDES website at

[http://des.nh.gov/organization/divisions/water/wmb/was/documents/photo\\_doc\\_sop.pdf](http://des.nh.gov/organization/divisions/water/wmb/was/documents/photo_doc_sop.pdf) or may be obtained from the DES project manager.

# VIII. Reporting Requirements

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

## 1. Semi-annual progress reports

Submit electronic semi-annual reports documenting all work performed during the project periods as follows:

- Work completed April 1 – September 30, report is due by October 31
- Work completed October 1 – March 30, report is due by April 30

In addition to reporting successes, progress reports provide an opportunity for project managers to communicate with NHDES staff any difficulties being encountered that may

impede the meeting of performance targets. Semi-annual report forms are available on the NHDES website at <http://des.nh.gov/organization/divisions/water/wmb/was/documents/progress-report-form.xls>.

## **2. 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 NHDES within two weeks following BMP implementation. The PCR report form can be found on the Resources for Grantees section of the NHDES website at <http://des.nh.gov/organization/divisions/water/wmb/was/documents/nhdes-w-07-038.docx>

## **3. Final Report**

A comprehensive final report must be submitted in both electronic and hard-copy to NHDES on or before the Grant Agreement completion date. There are specific NHDES and EPA requirements regarding the information provided in the final report. The final report guidelines are available on the NHDES website at <http://des.nh.gov/organization/divisions/water/wmb/was/documents/final-rpt-guide.pdf>.

## **4. Watershed Plan Tracking updates**

NHDES and EPA are working to document progress achieved through watershed-based plan development and implementation. NHDES will periodically send the grantee tracking forms, which are intended to solicit updates on progress toward implementation of recommended actions.

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

**A.** The applicant must provide their Data Universal Numbering System (DUNS) number and Executive Compensation Data, when applicable. 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 <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.

## IX. Evaluation Criteria

The Watershed Assistance Section grants review team will review and rank the submittals based upon the following criteria:

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) or 303(d) list, resulting in a 319 Success story (see <a href="https://www.epa.gov/polluted-runoff-nonpoint-source-pollution/nonpoint-source-success-stories">https://www.epa.gov/polluted-runoff-nonpoint-source-pollution/nonpoint-source-success-stories</a> ).	40*
	<b>High Quality Waters:</b> Project will achieve or lead to quantifiable progress toward water quality goals in high quality watershed.	30*
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	Consider the availability (access), and extent of use of the waterbody. 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. Consider anticipated cost of corrections relative to their benefit.	15
Priority ranking	Project is located in high or medium priority watersheds as identified in the NHDES Nonpoint Source Management Plan.	10
Proposal Thoroughness	General quality and completeness of the application package.	10
	Total possible points for Impaired Waters*	100
	Total possible points for High Quality Waters*	90
*Funding priority is given to restoration of impaired waters. Please see explanation in Section II.		

Full project proposals will be selected based upon scores received through ranking, availability of funding, final EPA review, and final State approvals of the proposal. Please visit the NHDES Watershed Assistance Section grants website to access the database of past projects funded through the grants program ([http://www2.des.state.nh.us/OneStop/watershed\\_npsgrants\\_query.aspx](http://www2.des.state.nh.us/OneStop/watershed_npsgrants_query.aspx)). Select "Section 319" or "S. 319" grants in the Funding Source drop-down list.

For additional project examples, visit the EPA Grants Reporting and Tracking (GRTS) website (<http://iaspub.epa.gov/apex/grts/f?p=110:87:0::NO::>). Select Region 01, and New Hampshire to see our projects. You may also select other regions and states to see the projects from anywhere in the country.

## X. Submittal Methods

Please see the application forms for complete details. We accept electronic files which are

compatible with Microsoft Office or Adobe PDF. Please email files to [Katherine.Zink@des.nh.gov](mailto:Katherine.Zink@des.nh.gov) . Very large files may not be transmitted successfully via email; please contact us if you require alternative arrangements.

## XI. Time Table for Grant Processing

We anticipate that funding decisions will be made by February 2017 so that contracting can be completed in time for the 2017 outdoor working season. Please note that project funding is pending NHDES and EPA approval of your full proposal and Federal budget appropriations.

Total time to complete the Grant Agreement from the submittal of the pre-proposal, to the beginning of the project is approximately **8 months**, as shown in the following table:

PROCESS	ESTIMATED SCHEDULE
<b>1a. Deadline to contact DES about your pre-proposal.</b>	<b>October 7, 2016</b>
<b>1b. Deadline for submittal of pre-proposals.</b>	<b>October 21, 2016</b>
<b>2.</b> Evaluate pre-proposals.	<b>Early November</b>
<b>3.</b> Contact organizations submitting successful pre-proposals by phone to schedule a project meeting.	<b>November</b>
<b>4.</b> Contact organizations submitting unsuccessful pre-proposals by letter.	<b>November</b>
<b>5.</b> Conduct project meetings with organizations submitting successful pre-proposals.	<b>Early December</b>
<b>6.</b> Select sub-set of successful interviewees, assign DES staff, and invite those organizations to submit full project proposals.	<b>December</b>
<b>7. Deadline for submittal of full proposals</b>	<b>January 13, 2017</b>
<b>8.</b> Make final selection of full proposals to receive funding, and submit to EPA for review.	<b>Late January</b>
<b>9.</b> Draft Grant Agreements and send to organizations for signatures.	<b>February</b>
<b>10.</b> NHDES Commissioner and N.H. Attorney General's office review Grant Agreements.	<b>March - April</b>
<b>11.</b> Submit Grant Agreements to Governor and Executive Council for approval.	<b>April - May</b>
<b>12.</b> Governor and Council approved project may begin.	<b>May</b>

**SUBMITTAL  
DEADLINE for PRE-Proposal  
(call by October 7, 2016)  
4:00PM  
October 21, 2016**

**SUBMITTAL  
DEADLINE for FULL Proposal  
4:00PM  
January 13, 2017**

## Attachment A: EPA Watershed Plan Elements “a” through “i”

- a) Identify pollution causes and sources: 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 storm drains that need retrofits; Y miles of gravel roads that need drainage BMPs; or Z linear miles of eroded streambank needing remediation).
- b) Estimate pollution reductions needed: An estimate of the load reductions expected for the management measures described under (c). Estimates should be provided at the same level as in item (a) above (e.g., the total load reduction expected for storm drain retrofits, gravel road BMPs or eroded streambanks). First quantify the pollutant loads for the watershed. Based on these pollutant loads, determine the reductions needed to meet water quality standards (or other goals).
- c) Actions needed to reduce pollution: A description of the NPS management measures that will need to be implemented to achieve the load reduction or habitat restoration scope 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 or a description) of the critical areas in which those measures will be needed to implement this plan.
- d) Costs and authority: 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. Describe the types and sources of match that will be used to implement the project, keeping in mind that at least 40% of the project cost must be provided in non-federal match.
- e) Outreach and education: An information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing NPS management measures.
- f) Schedule: A schedule for implementing the NPS management measures identified in this plan that is reasonably expeditious.
- g) Milestones: A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented.
- h) Success indicators and evaluation: A set of criteria that can be used to determine whether loading reductions or habitat restoration is 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.
- i) Monitoring plan: A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (h) immediately above.