

# SWCD Watershed Grant Program Proposal Packet ~2019~

## Program Overview

The SWCD Watershed Grant Program is based on the idea that investment in staffing dedicated to watershed management will accelerate implementation of water quality management measures. Important program elements applicants should be aware of prior to development of a proposal include:

- Eligibility is restricted to Ohio SWCDs.
- Four maximum request (\$40,000/year) grants may be awarded statewide.
- The grant proposal will serve as a work plan which the SWCD will follow to accelerate watershed-focused implementation for improvement of water quality. Priority management measures are determined for the 3-year scope of the grant commitment; however, work-plan deliverables are determined on an annual basis and renewed each year of the grant.
- The grant may only be used for compensation (wages and fringe benefits) of SWCD staff with grant deliverable assignments.
- The grant should build SWCD watershed management staffing capacity, therefore, if existing staff are funded with the grant and assigned watershed coordination duties, backfill hiring should occur.
- Although an initial grant award will represent a 3-year commitment, additional grants may be awarded based on performance.
- Success will be determined by completion of deliverables, acquisition of implementation funding, and the volume and rate of implementation of priority management measures.
- Semi-annual reporting is required.
- Grant agreements will be renewed annually.
- ODA-DSWC staff will provide additional technical and programmatic support.

## Financial Provisions

- May request up to \$40,000 per year (\$120,000 for three years). Lesser requests are encouraged.
- The initial grant allotment will be disbursed upon agreement execution. Subsequent disbursements will be paid annually contingent upon satisfactory performance, and ODA - Division of Soil and Water Conservation (DSWC) revenue.
- Continued funding is directly based upon achievement of annual deliverables, complete and timely reporting, and sufficient progress implementing priority management measures.

## Selection Criteria

- Capacity of the sponsor SWCD to administer funding, oversee and support the watershed program, and partner effectively to achieve watershed priority management measure implementation;
- Strength and diversity of the watershed partnership (B);
- Scope and nature of water quality concerns and/or water resource protection value (C);
- Record of successful program implementation (C);
- Scope and achievability of priority management measures and annual deliverables (D);
- The extent to which the watershed is a priority for receiving additional implementation funding (D);
- Feasibility and likelihood of successful implementation (D); and
- Budget amount requested (E).

**Deadline:** The complete proposal package must be **received** no later than **5:00 PM, Monday, April 15, 2019**. Proposals and letters of collaboration received after this date will not be considered.

## Timeline:

February 11, 2019	RFP Announced
<b>April 15, 2019</b>	<b>Proposals Due</b>
May 28, 2019	Target date for communicating decisions
July 1, 2019	Target date for signed agreements and availability of first-year grant payments

Please read all instructions before, during, and after completing the proposal. Do not hesitate to contact Greg Nageotte at 614-265-6619 or [greg.nageotte@agri.ohio.gov](mailto:greg.nageotte@agri.ohio.gov) with any questions.

### **Proposal Package Checklist:**

- One printed, original, signed application package (hard copy):
  - Proposal cover sheet with original signatures (A)
  - Proposal narrative (B-1, C-1, D-1)
  - Letters of collaboration (B-3)
  - Watershed map (C-2)
  - Priority management measure summary worksheets (D-2)
  - Action & deliverables worksheets (D-3)
  - SWCD watershed program staffing plan and qualifications (E-1, E- 2)
  - Complete and accurate budget detail (F-1)
  
- One electronic copy of the entire application package in "pdf" format.

### **Format Requirements:**

- Only use application forms provided
- Narrative sections within specified page limits
- Minimum ½ inch margins
- Minimum 10-point standard font

### **Delivery Address:**

SWCD Watershed Program  
Attn.: Greg Nageotte  
ODA, Division of Soil and Water Conservation  
8995 E. Main Street, Reynoldsburg, OH 43068

### **Letters of Collaboration**

Address to:  
Greg Nageotte, Grants and Watersheds Administrator  
ODA – Division of Soil and Water Conservation  
8995 E. Main St., Reynoldsburg, OH 43068.

Letters may either be returned to the applicant SWCD and included in the grant proposal package or mailed directly to DSWC. In either case, <i>letters of collaboration must be received by ODA-DSWC no later than the grant due date.</i>
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### **Proposal Deadline:**

**5:00 PM, Monday April 15, 2019**

*Proposals must be complete and received by the above date to be considered for funding*

## Instructions – Narrative and Attachments

Provide a succinct proposal, organized according to the following format (Also, see checklist above). Illustrations, flow- charts, diagrams, and additional tables may be used within the narrative sections to provide relevant information within page limitations.

### A. Proposal Cover Sheet

### B. Watershed Partnership Description

1. List key partners and describe each of their roles, services, and contributions to the watershed management effort; and describe the formal and/or informal organizational framework of the watershed partnership. **(2-page limit)**
2. Provide *Letters of Collaboration* from partner agencies and organizations. More than symbolic letters of support, each letter of collaboration must provide a unique statement regarding services, equipment, and other support to be provided by the partner organization for the use and benefit of the watershed management effort. **(No limit)**

### C. Watershed Description

1. Characterize the watershed area. Include 12-digit HUCs, size, topography, land use, and significant water resource features. Summarize the water resource condition and concerns including documented nonpoint causes and sources of impairment, and local stakeholder interests. Summarize major water quality implementation projects completed, underway, or planned within the watershed. **(2-page limit)**
2. Attach an 8.5" x 11" map depicting the watershed location within Ohio and including important location features including: watershed boundary, rivers/streams, county boundaries, cities, and interstate highways. **Note: the watershed area must include full watersheds no smaller than a single 12-digit Hydrologic Unit Code (HUC). Watersheds cut off by a county or other local political boundary will reduce competitiveness.**

### D. Project Scope and Plan of Work

The scope of your proposal will be based on a set of several priority management measures and associated actions and deliverables. These together will also serve as the SWCD watershed program plan of work. Each priority management measure will represent a major implementation effort. The following examples each represent a potential separate priority management measure: restore several miles of stream, focused implementation of a closely related suite of specific agricultural best management practices (*not farm specific*), set-back ordinance adoption, watershed-based planning, etc. There is no minimum or maximum number of priority management measures and associated actions and deliverables. A single priority management measure should not include vague or "catch-all" categories such as "Agricultural BMPS," or "stormwater BMPs." Defining priority management measures with greater specificity such as: "Soil health Improvement," "Row crop nutrient reduction," "Stream improvement livestock exclusion," or "low impact development" will improve competitiveness. **(No page limit)**

1. Provide a narrative description of each *Priority Management Measure* for the watershed, including any anticipated sources of implementation funding. **(2-page limit)**
2. For each Priority Management Measure described in the narrative section, complete a separate *Priority Management Measure Worksheet*. These represent the program scope of the watershed partnership **for the 3-year term of the grant**.
3. For each Priority Management Measure, also complete a corresponding *Deliverables and Actions Worksheet*. The deliverable values provided will serve as the *primary grant commitments for the first year of the grant* and serve as the *first-year watershed program staff work plan*. Subsequent submittal of Action and Deliverables Worksheets for ODA approval is required annually.

### E. Watershed Program Staffing (No page limit)

1. List and describe all **new** SWCD watershed program staff positions resulting from this grant including full-time, part-time, student intern, AmeriCorps, etc.; and provide a position description for each.
2. Describe how any **existing** staff will be assigned to watershed program responsibilities. Provide a description of assigned grant-funded staff experience and qualifications.
3. Describe expected non-grant funded staffing changes in the SWCD. Specifically, describe any expected hiring to "back fill" for staff assigned to complete grant deliverables.

### F. Budget

Complete Budget Detail Worksheet

## Instructions – Proposal Coversheet

Enter the county location of the of the sponsoring Soil and Water Conservation District.

Grant Manager: Provide the name and contact information requested for the SWCD staff person to serve as the primary contact regarding all programmatic matters related to the grant. The grant manager will review and certify all grant reports submitted to ODA-DSWC. This individual will also typically serve as the day-to-day supervisor of the watershed program staff.

Fiscal Manager: Provide the name and contact information requested for the SWCD staff person to manage all fiscal matters related to this grant. The fiscal manager will maintain grant accounts accurately and in good standing, and will certify all fiscal reports submitted to ODA-DSWC. This individual will also serve as the sponsor contact in the event of a grant audit.

Watershed Name: Provide a user-friendly watershed name. This name will be used in maps, reports, and other ODA documentation and therefore must be no more than a few words. Common watershed names such as Mill Creek, Mud Creek, should also include a basin identifier such as “Mill Creek (Scioto River)”.

Watershed Size: Provide the size of the watershed in square miles. The size and scope of the watershed should be appropriate for the proposed work load, relevant water quality problems and solutions identified for implementation. Watersheds may not be split at a county or other political boundary.

Watershed Hydrologic Unit Codes: List all applicable 12-digit HUCs. 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. Potential collaborating agencies may include any private, public, or non-profit agency or organization providing services, funding, equipment, supplies, advisory representation or other direct involvement. Adjacent SWCDs within the watershed area must be included as partners and provide letters of collaboration.

Budget Summary: Enter total program cost rounding to the nearest dollar. This amount must match the grant total calculation in the Budget Detail Worksheet.

SWCD Board Chairperson Signature: Obtain the signature *in blue ink* of the SWCD Board Chairperson. Also, include date of signature, and print the name and title of the signer.

**SWCD Watershed Program Grant  
Proposal Cover Sheet**

\_\_\_\_\_ **Soil and Water Conservation District**

**Grant Manager** (name): \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Fiscal Manager** (name): \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Watershed Name:** \_\_\_\_\_ **Watershed Size** (square miles): \_\_\_\_\_

**Watershed Area** [List all 12-digit Hydrologic Unit Code(s)]: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Collaborating Organizations** (providing letters of collaboration): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Grant Funds Requested:** \$ \_\_\_\_\_

\_\_\_\_\_  
**SWCD Board Chairperson Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SWCD Board Chairperson Name Printed**

## Instructions - Priority Management Measure Worksheets:

The Management Measure (MM) Worksheets together will serve as the SWCD watershed program priorities during the full term of the grant and provide context for actions and deliverables. Actions and deliverables summarize work needed to accelerate progress toward achieving priority management measure goals.

Revision may be requested if the management measure is fully implemented, or after consultation with ODA, it's agreed unsurmountable obstacles prevent adequate progress.

There is no minimum or maximum number of priority management measures and associated actions and deliverables. However, the workload represented by priority management measures and associated deliverables should relate closely with the staffing levels supported by this grant.

Completion of a Nonpoint Source Implementation Strategy (NPS-IS) may be included as its own management measure. Complete a MM Worksheet providing only an MM Identification Number and MM Name (use the 12-digit HUC in the name). The rest of the MM Worksheet may be left blank. A proposal with NPS-IS development as the only priority management measures will not be competitive.

MM Identification Number: Unique sequential number assigned to each "management measure" e.g. 1, 2, 3, 4, and so on...

MM Name: Unique, descriptive name assigned to the specific management measure, e.g. Brown Creek stream restoration, Confluence wetland park development, Nutrient management planning cost-share program, Soil health risk assurance program, Green buffer ordinance development, Pig Iron Creek acid mine drainage remediation, etc. Avoid overly general "catch-all" categories such as "Agricultural BMPs." Each MM should be sufficiently descriptive as a prioritizing instrument.

Project Type: Select one of the choices provided.

- **Restoration** management measures involve active recovery of water resource habitats. Projects of this type include dam or levy removal, stream naturalization, floodplain recovery, riparian zone restoration, wetland restoration, etc.
- **Prevention** management measures involve employment of Best Management Practices (BMPs) to reduce runoff of sediment, nutrients, pesticides and other nonpoint source pollutants causing water quality problems in receiving waters.
- **Protection** management measures involve conserving an existing critical land use within a watershed that is buffering a relatively high-quality water resource or providing an important environmental service in the watershed. 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. Strategic implementation of set-aside programs such as USDA's Conservation Reserve Program would also be included in this category.

Management Measure Need Documentation: Reference documentation supporting the rationale and need for the management measure. Ohio EPA water quality reports and TMDLs will likely serve as primary documentation. However, previously developed watershed-based plans and/or reports developed by other public agencies, organizations, or academic institutions may be applicable, e.g. Ohio Lake Erie Domestic Action Plan.

Cause of Pollution: List the specific cause of water quality degradation or threat addressed by this management measure. A **cause** is a measurable pollutant or stressor in the watershed, e.g. sedimentation, nutrients, low dissolved oxygen, underperforming biology or habitat, etc.

Source of Pollution: List the specific source of water quality degradation or threat addressed by this priority management measure. A **source** is generally a land use activity resulting in the cause of pollution, e.g. habitat modification, channelization, livestock agriculture, row crop agriculture, impervious surface, development pressure, acid mine drainage, home sewage treatment, etc.

Technical Method: List a single (or closely related suite of) specific technical method(s) of watershed management, e.g. nutrient placement technology, cover crops, wetland restoration, dam removal, riparian setback ordinance, etc. Avoid overly general "catch-all" categories such as "Agricultural BMPs." Each MM should be sufficiently descriptive as a prioritizing instrument. Such a list should be narrowed to a small number of related priority BMPs. A full listing of priority technical methods may be found in the Ohio Nonpoint Source Management Plan

[http://epa.ohio.gov/Portals/35/nps/NPS\\_Mgmt\\_Plan.pdf](http://epa.ohio.gov/Portals/35/nps/NPS_Mgmt_Plan.pdf)

**MM Goal:** Quantify the amount of the technical method to be achieved using appropriate units, e.g. 5,000 acres, 2 dams, 1 ordinance, etc. If using more than one BMP in a single priority management measure, list all practices and provide a goal for each individual BMP referenced.

- **Implementation Phase:** Select one of the choices provided. *Competitive proposals will include a variety of management measures spanning all three phases of implementation.* **Conceptual** phase MMs are those recommended in a watershed plan, TMDL, other documentation, or stakeholder consensus. However, detailed planning has not occurred, and financial and other resources are needed to initiate the project. Therefore, watershed program staff will primarily be spent gathering information, honing the MM concept details, consulting all relevant stakeholders, and identifying administrative, technical, and financial needs. **Funding** phase MM are “shovel ready.” Detailed project plans are complete. The watershed program staff will focus on researching grants and other funding streams for alignment with MM implementation and preparing grant applications and similar requests. This includes assembling resources such for in-kind and cash match.
- **Active** phase management measures are being implemented or have all the pieces necessary to initiate implementation including: detailed plans, willing participants, funding, and technical resources. Watershed program staff will work directly with land-owners/managers, technicians and contractors to ensure the project is completed according to specifications and the desired environmental outcomes are achieved. This includes verification and documentation of outcomes.

**Sources of Implementation Funding:** List known or anticipated sources of funding available to support implementation of the MM. Designate whether funding has been committed; and if applicable, list the amount awarded.

**Priority Management Measure (MM) Worksheet**  
(copy for each management measure)

**MM Identification Number:** \_\_\_\_\_ **MM Name:** \_\_\_\_\_

**MM Type (Select One)**

- Restoration (e.g., Wetland, floodplain, or stream restoration; dam removal; riparian enhancement)
- Prevention (e.g., BMP for specific load reduction goal)
- Protection (e.g., Adoption resource protection statute(s); property acquisition or set-aside)

**Management Measure Need Documentation** (reference TMDL, Watershed Action Plan, NPS-IS, or equivalent):

Reference Document(s): \_\_\_\_\_

Chapter/Section: \_\_\_\_\_ Page(s): \_\_\_\_\_

Cause(s) of non-attainment to be addressed (primary pollutant/stressor): \_\_\_\_\_

Source(s) of non-attainment to be addressed (land use origin of pollutant): \_\_\_\_\_

Technical Method: (e.g., install managed drainage, restore stream habitat, wetland restoration, NPS-IS development, etc.) If listing more than one practice or method, they must be a limited number and closely related as a suite of connected practices. List all practices.

**MM Goal:** Provide the quantity of technical method to be implemented, i.e. 40 acres, 3 dams, etc. If incorporating multiple practices, list for each individual practice)

**Implementation Phase (Select One):**

- Conceptual – The MM is an implementation priority, yet little or no preliminary action has been taken.
- Funding - The implementation plan is well-developed)
- Active - The management measure is in the process of being implemented.)

**Potential Sources of Implementation Funding:**

_____	Funding Secured?	Yes	No	Amount: \$ _____
_____	Funding Secured?	Yes	No	Amount: \$ _____
_____	Funding Secured?	Yes	No	Amount: \$ _____
_____	Funding Secured?	Yes	No	Amount: \$ _____



## Instruction - Actions and Deliverables Worksheets

For each Priority Management Measure Worksheet completed, also complete a corresponding Actions and Deliverables Worksheet. *The actions and deliverable values entered will serve as the primary grant commitments of the SWCD **for the first year of the grant**, progress of which will determine grant continuation. Subsequent Actions and Deliverables Worksheets will be submitted for ODA approval annually.*

This worksheet is organized like a menu. Select actions and deliverables appropriate for advancing implementation of the corresponding priority management measure during a one-year period. Please consider time needed for hiring and training watershed coordination staff while planning first year deliverables.

MM Identification Number: The unique identification number assigned to the corresponding Priority Management Measure Worksheet.

Values: The number of actions/deliverables (by units indicated) to be completed by the watershed program staff in a one-year period to advance the corresponding priority management measure.

Responsible Staff: Enter staff title to indicate who will be accountable for deliverable completion. Only include one grant-funded position per row.

## Actions and Deliverables Worksheet

(Copy for each MM Worksheet)

MM Identification Number (Sequential number corresponding with one "Priority Management Measure Worksheet"):

\_\_\_\_\_

Planning Phase				
Action	Deliverable	Values	Units	Responsible Staff
Develop draft project concept/proposal	Draft project/program proposal		proposals	
Locate project sites	Database and map		site maps	
Gage potential participant interest/support	Survey or focus group results summary report		reports	
Develop monitoring plan	Monitoring Plan		plans	
Develop incentive application including criterial and cost-share rate	Program participation application		applications	
Develop project timeline/schedule	Timeline with milestones		timelines	
Develop/obtain technical/engineering design	Approved Design		designs	
Obtain Ohio EPA / USEPA approval of "9-element" plan	9-element Plan Approved		plan approvals	

Funding Phase				
Action	Deliverable	Values	Units	Responsible Staff
Identify grant and other funding availability	Potential funding summary		reports	
Obtain match commitments	Partner match obtained		agreements	
Develop and submit grant proposal	Grant proposal submitted		proposals	
Accept grant award & complete final agreement	Final grant agreement		agreements	
Meet specific fund-raising goal	Funding goal met		dollar amount	

Active Phase				
Action	Deliverable	Values	Units	Responsible Staff
Develop program / project announcement and RFP or bid request	RFP / Bid announcement		bids	
Obtain participant (land owner/manager) agreement(s)	Signed participant agreements		agreements	
Finalize project agreement with contractor	Contractor agreement		agreements	
Obtain necessary permits (e.g. floodplain, 401/404)	Permits obtained		permits	
Facilitate adoption of local conservation statute(s)	Ordinance/resolution enacted		statutes	

Other				
Action	Deliverable	Values	Units	Responsible Staff
Conduct partner meeting	Meeting notes & sign-in sheet		meetings	
Develop presentation related to the watershed program	Presentation		presentations	
Complete grant/funding report	Grant report		reports	
Develop recruitment literature	Recruitment literature		Items	
Photo documentation of implementation	Before/during/after photos		photos	

## **Instruction - Budget Detail Worksheet**

Only use the budget worksheet provided. If you have problems or questions regarding the worksheet, please call Greg Nageotte, 614-265-6619 or [greg.nageotte@agri.ohio.gov](mailto:greg.nageotte@agri.ohio.gov)

Position - List individual staff (names and/or titles) responsible for completing grant deliverables and compensated with grant funds.

Hrs/yr - Estimate number of hours position will work annually to complete grant deliverables. While estimating, consider whether hiring will be necessary and reduce hours accordingly in the first year to account for recruitment time.

Hrly Rate - Hourly wage for each position. Annual increases may be incorporated, however, do not exceed \$40,000 total compensation in any individual year.

Fringe - Enter expected actual fringe benefit cost for each position. Consult your Program Specialist if you have questions regarding applicable fringe.

All other cells should calculate automatically.

Position	SFY 2019		SFY 2020		SFY 2021		Totals	
	Hrs/Yr		Hrs/Yr		Hrs/Yr			
	Hrly Rate		Hrly Rate		Hrly Rate			
	Ann Wage		Ann Wage		Ann Wage			
	Fringe		Fringe		Fringe			
	Ann Comp		Ann Comp		Ann Comp			
	Hrs/Yr		Hrs/Yr		Hrs/Yr			
	Hrly Rate		Hrly Rate		Hrly Rate			
	Ann Wage		Ann Wage		Ann Wage			
	Fringe		Fringe		Fringe			
	Ann Comp		Ann Comp		Ann Comp			
	Hrs/Yr		Hrs/Yr		Hrs/Yr			
	Hrly Rate		Hrly Rate		Hrly Rate			
	Ann Wage		Ann Wage		Ann Wage			
	Fringe		Fringe		Fringe			
	Ann Comp		Ann Comp		Ann Comp			
	Hrs/Yr		Hrs/Yr		Hrs/Yr			
	Hrly Rate		Hrly Rate		Hrly Rate			
	Ann Wage		Ann Wage		Ann Wage			
	Fringe		Fringe		Fringe			
	Ann Comp		Ann Comp		Ann Comp			
<b>Annual Totals</b>	<b>Wages</b>		<b>Wages</b>		<b>Wages</b>		<b>Total Wage</b>	
	<b>Fringe</b>		<b>Fringe</b>		<b>Fringe</b>		<b>Total Fringe</b>	
<b>GRANT TOTAL</b>	<b>2019 Total</b>		<b>2020 Total</b>		<b>2021 Total</b>		<b>TOTAL</b>	