



National Estuary Program (NEP) Toxics and Nutrients

Reducing Nutrients in a Watershed

2014 Grant Application

**This NEP Toxics and Nutrients Grant Program
Application Form is available at:**

www.ecy.wa.gov/puget_sound/grants_fed_toxics.html

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APPLICATION INSTRUCTIONS

Funding program overview

The NEP Toxics and Nutrients Grant Program will fund projects to prevent and reduce the sources of nutrients entering a water body in Puget Sound. Nutrients include both nitrogen and phosphorus. When human activities add additional nutrients to fresh and marine waters, it can cause excess algae growth. As the algae die and decay, they rob the water of the dissolved oxygen that fish need to survive. Plant growth enhanced by human nutrients can also cause unhealthy pH levels and nuisance algae growth. Ecology will fund three or four projects to reduce the sources of nutrients entering the environment. These projects should have an implementation focus on addressing nutrient sources.

Due to the Department of Ecology's schedule to receive federal National Estuary Program (NEP) funding, successful applicants will receive funding in two phases. Ecology will have a total of \$440,000 to disperse upon notification of award. An anticipated additional \$990,000 will be received in summer 2015 to add to project awards. Please apply for the total project cost and task costs in your application. However, keep in mind the first six to nine months the project will operate on \$440,000 divided among the successful applicants. For example, a project award of \$500,000 would likely receive \$150,000 for the first six to nine months, then an additional \$350,000 around July 2015 when Ecology receives their federal National Estuary Program (NEP) funding.

Applicants need to justify why their water body is a high priority. Likely justifications include:

- Completed or in-progress total maximum daily loads (TMDLs) implementation plans or a similar plan for reduction or elimination of nutrients, or improving pH, or dissolved oxygen levels.
- High loads / concentrations of nutrients (as documented by the applicant or using the information on page 39 of the document at: <https://fortress.wa.gov/ecy/publications/publications/1103057.pdf>).
- Nutrient-related problems such as low dissolved oxygen levels, changes in pH, or nuisance algae blooms.
- Willing partners/stakeholders.

Additional points are awarded for projects that implement Local Near Term Actions or are supported by local integrating organizations (LIOs).

Available funding

Total funding amount: \$1,430,000.

Maximum funding per project: \$500,000.

Applicants are highly encouraged to apply for at least \$200,000.

(Please note, funding will come in two phases. Department of Ecology expects to receive \$440,000 in 2014, and \$990,000 in 2015 from the EPA)

To request ADA accommodation for disabilities, or printed materials in a format for the visually impaired, call the Water Quality Program at 360-407-6502. Persons with impaired hearing may call Washington Relay Service at 711. Persons with speech disability may call TTY at 877-833-6341.

Eligibility

Groups eligible to apply:

- Local governments.
- Conservation Districts.
- Institutions of higher learning.
- Watershed Planning Units
- State and federal agencies.
- Special purpose districts.
- Local Integrating Organizations.
- Tribal Governments.
- Local management boards.
- Salmon recovery lead entities.
- Regional fisheries enhancement groups.
- Non-profit entities.

Eligible applicants may partner on projects with ineligible entities. The eligible applicant must be the lead agency on the application and the agreement. It is the lead agency's responsibility to ensure all project activities are completed and will collaborate and coordinate with their identified partners.

To be eligible, applicants must:

- Be ready to use the funds beginning January 1, 2015.
- Complete the work by March 31, 2017.
- Conduct activities to prevent and reduce nutrient loading to the **Puget Sound** environment.
- All projects must result in reduced nutrient loading.
- Address freshwater and/or marine water bodies and nitrogen and/or phosphorus loading.
- Calculate the expected reductions in nutrient loads.
- Justify why their watershed is a priority.
- Demonstrate that specific locations which the project addresses within the priority watershed are of high importance.
- Address a nutrient problem in the priority watershed.
- Focus on high-priority sources of nutrient pollution (applicants may also address other sources as long as the focus is on high-priority sources).
- Conduct water quality effectiveness monitoring under an Ecology-approved Quality Assurance Project Plan (QAPP) to determine effectiveness of the project in reducing nutrient loads.
- Conduct all monitoring, modeling, and data analysis under an Ecology-approved QAPP. Monitoring, modeling, and data analysis activities may not begin and will be ineligible for reimbursement until the QAPP is approved.
- Submit environmental data to Ecology's Environmental Information Management (EIM).
- Be consistent with:
 - Ecology's *National Estuary Program Toxics and Nutrients Grant Program Funding Guidelines for 2012-2013* (www.ecy.wa.gov/puget_sound/grants_fed_toxics.html)

- *Agricultural Best Management Practices Funds for the Natural Estuary Program* (www.ecy.wa.gov/puget_sound/docs/NEP_Ag_BMP_Funds_Guidance_2012.pdf).
- The National Marine Fisheries Service (NMFS) guidelines for *Riparian Buffers along Agricultural Water Courses in NW Washington* **if** the project installs riparian buffers (http://www.ecy.wa.gov/puget_sound/docs/grants/2013_riparian_faq.pdf).
- Evaluate effectiveness for use throughout Puget Sound at the completion of the project.
- Provide a written report to Ecology at the completion of the work summarizing the results of the project.
- Read and understand requirements before applying for the grant. All NEP grants come with extensive reporting and accountability requirements.

The priority outcomes are:

- Decreased concentrations of nitrogen and/or phosphorus in marine or freshwater.
- Improved dissolved oxygen concentrations in marine or freshwater.
- Improved aquatic life health due to lower pollution pressures.
- Meets NMFS buffer guidelines, if applicable for the project.

Application submittal information

Applications must include all of the following:

- One original application with signature.
- One electronic version of the application in Microsoft Word format. The applicant may submit maps and other attachments in PDF format with the electronic version. E-mail electronic versions to blake.nelson@ecy.wa.gov.

All application material **must be received** at the Department of Ecology (Lacey headquarters office) **no later than 5:00 p.m. on October 3, 2014**. Postmarks are **not** accepted. Faxed applications will not be accepted.

U.S. Postal Mailing Address:

Department of Ecology
Water Quality Program
Financial Management Section
P.O. Box 47600
Olympia, WA 98504-7600

Overnight Mail or Hand Delivery Address:

Department of Ecology
Water Quality Program
Financial Management Section
300 Desmond Drive
Lacey, WA 98503

For financial and technical questions, contact Blake Nelson, 360-407-6940, e-mail blake.nelson@ecy.wa.gov.

Grant funding cycle schedule

Application submittal deadline	October 3, 2014
Rate and rank applications	October 15, 2014
Award notification	October 16, 2014
Funding agreements signed by	January 1, 2015

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For Ecology Use Only:

Application No. _____

1. Background Information

PROJECT TITLE:

APPLICANT NAME:

APPLICANT DATA:

Federal ID No.:

APPLICANT SIGNATORY: *(The person whose name is listed here must sign this application)*

Name:

Title:

Telephone Number:

E-Mail Address:

Fax Number:

Mailing Address

Agency:

Address:

City: State: Zip Code:

APPLICANT PROJECT MANAGER: *(The person whose name is listed here is the main contact for the project)*

Name:

Title:

Telephone Number:

E-Mail Address:

Fax Number:

Mailing Address

Agency:

Address:

City: State: Zip Code:

PROJECT DURATION *(Note: Projects must be completed by March 31, 2017)*

Estimated Start Date:

Estimated Completion Date:

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GEOGRAPHIC AREA:

Where is the project area?

Please attach a map of the project area.

Provide **Latitude/Longitude coordinates in Decimal Degrees** (e.g., 45.3530/-120.4510) of your project location and the affected water body. The project location is the approximate center of where you will be working. Latitude/Longitude coordinates can be located at: <http://itouchmap.com/latlong.html>.

Location	Primary Site	Secondary Site	Tertiary Site
Project Location (Lat/Long):			
Water Body Name:			

EXECUTIVE SUMMARY

In 250 words or fewer, describe the problem to be addressed, the scope of the project, its water quality benefits, and how the project addresses the identified problem.

2. Watershed Selected (20 points)

Scoring Guide:

Does the water body selected by the applicant have:

- Completed or in-progress TMDL implementation plans or a similar plan for nutrient reductions?
- High loads / concentrations of nutrients?
- Nutrient-related problems such as low dissolved oxygen levels?
- Willing partners / stakeholders?

In a half page or less, describe why the water body selected for the project is a high-priority water body.

3. Project Purpose (20 points)

Scoring Guide:

- Is the project addressing an important source of nutrients?
- What is the overall scope of the problem and what aspect of the problem will this project address?
- Is the purpose clear and compelling?
- If the project is addressing specific locations within the watershed, are the locations high-priority?
- Does the project help make ongoing activities more effective, efficient, affordable, or sustainable?
- In addition to addressing nutrients, will the project have additional environment benefits?
- Does the project have a written letter of support from the LIO?
- Is it a local near term action (NTA) or otherwise identified as a local priority?

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- Does the project address multiple parameters?
- Probability of success within the project timeline?

In two pages or fewer, describe the purpose of project.

4. Scope of Work (20 points)

Scoring Guide:

- Is the project well-structured and clearly described?
- Does the project use innovative approaches?
- Is the project schedule reasonable and achievable?
- What is your long-range vision and what steps are you taking to improve and sustain your program?
- Is an effectiveness monitoring plan included?
- Does the project involve collaboration with other jurisdictions?
- Will the results of the project inform future activities throughout Puget Sound?
- Does the project meet the NMFS guidelines for Riparian Buffers Along Agricultural Water Courses (if applicable)?

Task 1 is standard for all grant projects. Follow the format provided below for the additional tasks in your scope of work. Limit answer to four pages or fewer.

Task 1- Project Administration/Management:

Budget for Task 1: \$

Completion Date for Task 1:

Description: The recipient will administer the project. Responsibilities will include, but not be limited to: submitting a quality assurance project plan (QAPP) waiver form and if required a QAPP for the project; maintenance of project records; submittal of payment vouchers, fiscal forms, and progress reports; compliance with applicable procurement, contracting, and interlocal agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items.

The recipient will manage the project. Efforts will include conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the recipient's designees; Ecology; all affected local, state, or federal jurisdictions; and any interested individuals or groups. The recipient must carry out this project in accordance with any completion dates outlined in this agreement.

The recipient will ensure this project is completed according to the details of this agreement. The recipient may elect to use its own forces or it may contract for professional services necessary to perform and complete project-related work.

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Task 2- :

Budget for Task 2: \$

Completion Date for Task 2:

Description:

Task 3- :

Budget for Task 3: \$

Completion Date for Task 3:

Description:

Task 4- :

Budget for Task 4: \$

Completion Date for Task 4:

Description:

Task 5- :

Budget for Task 5: \$

Completion Date for Task 5:

Description:

5. Proposed Budget (5 Points)

Scoring Guide:

- Complete project budget is consistent with the scope of work.
- The cost estimate process is reasonable.
- The project budget represents a good value for the work and water quality benefits achieved.

Budget examples can be found in Appendix A of *Administrative Requirements for Recipients of Ecology Grants and Loans*, "The Yellow Book," found at:

www.ecy.wa.gov/programs/wq/funding/cycles/2013/index.html.

Detailed budgets can be attached and submitted with the application.

Total Project Cost This amount represents the full cost of the project	\$
Eligible Project Cost	\$

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This amount represents the portion of the project costs that are grant eligible.

Total Eligible Cost by Budget Object

Salaries:	\$	
Benefits:	\$	
Indirect costs:	\$	(May include up to 25 percent of employee salaries and benefits. Some exceptions apply.)
Contracts:	\$	
Materials, goods, and services (list major item):	\$	
Equipment (list major items):	\$	
	\$	
	\$	
Travel:	\$	
Other (please outline):	\$	
	\$	
Total Eligible Cost:	\$	

Describe how costs were estimated. Explain how you calculated each budget item and why it is necessary for the project. Include the steps taken to ensure the accuracy of cost estimates.

6. Programmatic Capability (5 points)

Scoring Guide:

- Capacity, expertise, and demonstrated ability to successfully carry out the project.

In a half page or less, describe the applicant's capability to conduct the project.

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Project Outputs and Outcomes (30 Points)

Scoring Guide:

- What are the expected numeric reductions in nutrient loads (in pounds per year)?
- Does the project have additional environmental outputs and outcomes?
- How will the results/changes be measured, and how do they align with local and regional performance measures and targets?

In one page or less, provide a description of the project's outputs and outcomes.

Outputs (Outputs are the major products and/or the substantial and completed processes that will be created to reach outcomes. They are the anticipated accomplishments funded through the grant, and they are directly under the grantee's control. The outputs occur "in order to achieve" an intended outcome. Outputs should be numeric whenever possible.)

Outcomes (Outcomes are the desired environmental changes or results that the proposed project will eventually accomplish. They follow from the outputs and identify the anticipated change that is the goal of the grant.)

7. Application Certification

I CERTIFY TO THE BEST OF MY KNOWLEDGE THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THAT I AM THE **LEGALLY AUTHORIZED SIGNATORY OR DESIGNEE** FOR THE SUBMITTAL OF THIS INFORMATION ON BEHALF OF THE APPLICANT.

Printed Name	Signature
Title	Date

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