

**National Estuary Program (NEP)**

**Toxics and Nutrients**

**Reducing Nutrients in a Watershed**

**Grant Application**

This NEP Toxics and Nutrients Grant Program

Application Form is available at:

[www.ecy.wa.gov/puget\_sound/grants\_fed\_toxics.html](http://www.ecy.wa.gov/puget_sound/grants_fed_toxics.html)

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**APPLICATION INSTRUCTIONS**

## Application Resources

Important requirements and an overview of the grant program can be found in the *National Estuary Program Toxics and Nutrients Grant Program Funding Guidelines for 2012-2013*. The funding guidelines can be found at: [www.ecy.wa.gov/puget\_sound/grants\_fed\_toxics.html](http://www.ecy.wa.gov/puget_sound/grants_fed_toxics.html).

## Funding Program Overview

The NEP Toxics and Nutrients Grant Program will fund projects to prevent and reduce the sources of nutrients entering a waterbody 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 one or two projects to reduce the sources of nutrients entering the environment.

To solve the problem, a wide range of innovative solutions to address all aspects of nutrient pollution is needed. A wide range of partners are willing to address the problem, but more funding is needed to implement projects.

This funding is designed to primarily address residential sources (e.g., fertilizers and septic systems) of nutrient pollution. Residential sources are a significant source of nutrient pollution (see <https://fortress.wa.gov/ecy/publications/summarypages/1103010.html> appendices N and Q) and previous rounds of NEP funding have focused on agricultural sources. For example, the unit area loading rates for nitrate-nitrite under base flow conditions are four times higher in residential areas than in any other land use.

Applicants will need to justify why their waterbody is a high priority. Likely justification includes:

* High loads / concentrations of nutrients (as document by applicant or using 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.

## Available Funding

Total funding amount: $750,000.

Maximum funding per project: $750,000.

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

*If you need this document in a format for the visually impaired, call the Water Quality Program at 360-407-6502. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.*

## Eligibility

State and federal agencies, institutions of higher learning, tribal governments and technical consortia, local governments, special purpose districts, conservation districts, watershed planning units, local management boards, salmon recovery lead entities, regional fisheries enhancement groups, and non-profit entities are eligible to apply.

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, 2013.
* Complete the work by December 31, 2015.
* Address a nutrient problem in the priority watershed. Applicants must justify why their watershed is a priority.
* Address marine and/or freshwater waterbodies and nitrogen and/or phosphorus loading.
* Conduct activities to prevent and reduce residential nutrient loading to the environment. Innovative approaches are strongly encouraged. All projects must result in reduced nutrient loading.
* Focus on high-priority residential sources (e.g., fertilizer and septic systems) of nutrient pollution (applicants may also address other sources as long as the focus is on residential sources).
* If the project is addressing specific locations within the priority watershed, demonstrate that those locations are of high importance.
* Calculate the expected reductions in nutrient loads.
* Be consistent with Ecology’s *Funding Guidelines: Water Quality Financial Assistance Guidelines*.
* Conduct water quality effectiveness monitoring under an Ecology-approved Quality Assurance Project Plan (QAPP) to determine effectiveness of the project in reducing nutrient loads.
* At the end of the project, the applicant must evaluate their effectiveness for use throughout Puget Sound.
* Submit environmental data to Ecology’s Environmental Information Management (EIM).
* Provide a written report to Ecology at the completion of the work summarizing the results of the project.
* All monitoring, modeling, and data analysis must be conducted under an Ecology-approved Quality Assurance Project Plan (QAPP). Monitoring, modeling, and data analysis activities may not begin and will be ineligible for reimbursement until the QAPP is approved.
* All NEP grants come with extensive reporting and accountability requirements (see attachment). Potential applicants should read and understand these requirements before applying for the grant.

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.

## 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 sarah.ralph@ecy.wa.gov and andrew.kolosseus@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 November 5, 2012**. Postmarks are **not** accepted. Faxed applications will not be accepted.

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| ***U.S. Postal Mailing Address:*** | ***Overnight Mail or Hand Delivery Address:*** |
| Department of Ecology Water Quality Program Financial Management Section P.O. Box 47600 Olympia, WA 98504-7600 | Department of EcologyWater Quality Program Financial Management Section 300 Desmond Drive Lacey, WA 98503 |

For more information, contact Sarah Ralph, 360-407-6703, e-mail sarah.ralph@ecy.wa.gov for financial questions or Andrew Kolosseus, 360-407-7543, e-mail andrew.kolosseus@ecy.wa.gov for technical questions.

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| **Grant Funding Cycle Schedule**  |
| Application submittal deadline  | November 5, 2012 |
| Rate and rank applications  | November 5 – November 19, 2012 |
| Award notification  | November 19, 2012 |
| Funding agreements signed  | December 21, 2012 |

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For Ecology Use Only:

**Application No.**

# Background Information

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| **PROJECT TITLE:**  *(Please keep the project title to five words or less.)* |
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| **APPLICANT NAME:** *(Public body or private not-for-profit per IRS 501 (C) (3))* |
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| APPLICANT DATA:  |
| Federal ID No.:       |

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| **APPLICANT SIGNATORY:** *(The person whose name is listed here must sign this application)*  |
| Name:       |
| Title:       | Telephone Number:       Fax Number:       | E-Mail Address:       |
| Mailing AddressAgency:      Address:      City:       State:       Zip Code:       |

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| **APPLICANT PROJECT MANAGER:** *(The person whose name is listed here is the main contact for the project)* |
| Name:       |
| Title:       | Telephone Number:       Fax Number:       | E-Mail Address:       |
| Mailing AddressAgency:      Address:      City:       State:       Zip Code:       |

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| **PROJECT DURATION** (Note: Projects must be completed by December 31, 2015) |
| 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: |       |       |       |

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| 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.      |

# Watershed Selected (20 points)

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| Scoring Guide:Does the waterbody selected by the applicant have* 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 waterbody selected for the project is high-priority waterbody.      |

# Project Purpose (20 points)

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| Scoring Guide:* Is the project addressing an important residential 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?

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

# Scope of Work (20 points)

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| 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?

*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: 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.**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:      **Task 6-**      **:**Budget for Task 6: $     Completion Date for Task 6:      Description:       |

# 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](http://www.ecy.wa.gov/programs/wq/funding/cycles/2013/index.html). Detailed budgets can be attached and submitted with the application.

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| **Total Project Cost**This amount represents the full cost of the project  | $      |
| **Eligible Project Cost**This amount represents the portion of the project costs that are grant eligible.  | $      |

**Total Eligible Cost by Budget Object**

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| Salaries: $     Benefits: $     Indirect costs: $      (May include up to 25 percent of employee salaries and benefits)Contracts: $     Materials, goods, andservices (list major item): $     Equipment (list major items): $           $           $     Travel: $     Other (please outline):       $           $     **Total Eligible Cost:** $      |

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| 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.      |

# Programmatic Capability (5 points)

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| 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.      |

# Project Outputs and Outcomes (30 Points)

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| 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. The follow from the outputs and identify the anticipated change that is the goal of the grant.)      |

# Application Certification

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| 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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